

South Carolina Department of Social Services

**Functional Analysis
and
Records Retention Schedule**

March 2006

Table of Contents

Sources of Information	1-1
Introduction	1-2
Functional and Organizational Analysis of the South Carolina	
Department of Social Services.....	2-1
Historical Context.....	2-1
Agency Organization.....	2-3
Agency Mission and Functions/Programs.....	2-4
Analysis of Record Keeping System and Functional Appraisal	
of the South Carolina Department of Social Services.....	3-1
Agency Record Keeping System.....	3-1
Functional Appraisal.....	3-2
South Carolina Department of Social Services	
Records Retention Schedule.....	4-1
Explanation of Records Requirements.....	4-1
Records Retention and Disposition Requirements.....	4-2
Specific Agency-Wide Permanent Records	
(Applicable to all agency functions/programs)	4-3
Child Welfare Records	4-9
Adult Protection Records	4-13
Family Assistance Records	4-14
Child Care Records	4-16
Family Nutrition Records	4-17
Child Support Enforcement Records	4-18
County Department Records	4-20
Internal Operations Records	4-36
Administrative Records	4-36
Financial Records	4-48
Human Resources Records	4-64
Information Systems and Technology Records	4-71
Requirements and Recommendations for	
Implementing the Records Retention Schedule	4-76
Official Approval	4-77
Appendix - DSS Records in the Custody of the Department of	
Archives and History	5-1

Sources of Information

Staff of the Department of Social Services
Department of Social Services Annual Reports
Department of Social Services Accountability Reports
Department of Social Services Strategic Plan, 2003-2004
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SCDAH Appraisal File
Department of Social Services Web Site
Federal websites:
U.S. Health and Human Services Administration for Children and Families website
<http://www.acf.dhhs.gov/index.html>
U.S. Dept. of Agriculture Food & Nutrition Services
<http://www.fns.usda.gov/fns/default.htm>
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Child and Family Services Review Statewide Assessment 2003

Introduction

This document was prepared for the South Carolina Department of Social Services (DSS) by staff of the South Carolina Department of Archives and History (SCDAH). It contains a functional analysis of DSS programs and activities and a new and updated records retention schedule.

With grant funding from the National Historical Publications and Records Commission of the National Archives and Records Administration, the SCDAH launched a pilot project with DSS to test new approaches to streamline records management processes for computer as well as paper-based records systems. DSS is the first agency to participate in this project so the approaches tested and refined here will serve as the model for subsequent work in other agencies. This document represents one of the major outcomes of this project. It contains a new and updated records retention schedule as well as recommendations for establishing and maintaining a quality record-keeping program in the agency.

This records retention schedule supersedes all previous ones and specifies how long to keep various agency records, regardless of format or storage media. It identifies those agency records having permanent value and authorizes the legal disposal of non-permanent records at the end of specified time periods. Upon approval and signing by the executive officer or appointed records officer of DSS and the Director of the SCDAH or his designee, this document constitutes the official records schedule for the South Carolina Department of Social Services.

In addition to the lists of records with retention and disposition requirements, this document also contains other information useful to the agency. Included is information on the historical context, present agency organization, descriptions of agency programs and functions, record-keeping system analysis, and a description of the functional appraisal model used to develop the records retention schedule.

Other project components include the *Electronic Records Management Guidelines* and the *Trustworthy Information Systems Handbook*. These documents are designed to assist agency record-keeping and records management and are available on the SCDAH website.

The SCDAH is grateful for all of the cooperation and especially for the patience and understanding of the numerous DSS staff that we interviewed and worked with during the course of this project. We would like to particularly thank Wendell Price and Karl Long for their coordinating and facilitating roles as well as Director Kim Aydlette for agreeing to work with us.

Functional and Organizational Analysis of the South Carolina Department of Social Services

Historical Context

The South Carolina Department of Social Services was established on May 13, 1937, mandated by S.C. Statute 1937 (40) 496, as the State Department of Public Welfare. Earlier incarnations date back to 1920 as the State Board of Public Welfare and a temporary agency, the Department of Public Welfare, established in 1935 as outgrowth of the Federal Emergency Relief Administration. There have been ten directors of the department, of which three have been interim directors. Thomas H. Daniel, 1937-1942/43, was the first director and was followed by: Arthur B. Rivers, 1942/43-1970; R. Archie Ellis, 1970-1977; Robert D. Floyd (interim) 1977-1978; Virgil L. Conrad, 1978-1982; John A. Crosscope, Jr. (interim) 1983; James L. Solomon, Jr., 1984-1992; J. Samuel Griswold (interim) 1993-1994; James T. Clark, 1995-1998; Elizabeth G. Patterson, 1999-2003; and Kim S. Aydlette, 2003-present. Throughout its history the Department of Social Services has provided many services and aid to the citizens of South Carolina. However, the department's main goals from its inception to the present are to provide assistance to those South Carolinians in need and to ensure the protection and health of the state's adults and children who are unable to protect themselves.

The current organization of the Department of Social Services is the latest in a long line of administrative structures. Each embodiment has reflected the department's efforts to provide assistance in the most efficient and timely manner to the state's constituents. These changes as well as the many successes, innovations, and accomplishments ably demonstrate over time the Department of Social Services impact on the lives and well being of South Carolinians.

The following provides a short list of the notable events in the department's history:

Founding-1969

- ◆ 1937 State Department of Public Welfare created with seven divisions
- ◆ 1938 the department oversaw the selection of men to join the Civilian Conservation Corps keeping 5,000 men off of public assistance
- ◆ 1939 the department's Division of the Blind advocacy efforts culminated in the passage of S.C. Statute 1939 (41) 159 requiring the use of nitrate of silver in the eyes of new-born infants to prevent blindness
- ◆ 1954 designated as the State Information Agency for instances of non-payment of dependent support obligations; this function was a precursor of the Child Support Enforcement activities of DSS
- ◆ 1956 assumed responsibility from the Children's Bureau for a majority of the adoption services in the state
- ◆ 1956 began the licensing of Child Welfare agencies and child care facilities, institutions, and businesses

- ◆ 1962 medical assistance to the elderly began; this program would eventually become the Title XIX (Medicaid) Program in 1966/67
- ◆ 1966 the Division of the Blind was moved to the newly created Commission for the Blind, thus ending almost 30 years of service and assistance to the state's blind and visually impaired citizens

1970-Present

- ◆ 1971 South Carolina became one of the early states to have all of its counties participating in the Food Stamp Program and was the first state in the nation to offer food stamp coupons via the mail
- ◆ 1972 State Department of Public Welfare changes its name to the Department of Social Services
- ◆ 1973 DSS undergoes its first major reorganization, creating four bureaus from seven divisions; the Office of Child Development was transferred from the governor's office to the Department of Social Services.
- ◆ 1974 SC became the first state to enact legislation to implement foster care review on a statewide basis
- ◆ 1975 Department of Social Services is designated as the administering agency for child support enforcement in South Carolina to develop and implement activities relating to Title IV-D of the Social Security Act.
- ◆ 1975 creation of the South Carolina Indo-Chinese Refugee Agency (SCIRA) administered by DSS, which assisted the more than 1000 Indo-Chinese refugees in South Carolina
- ◆ 1979 the growth of the Title XIX (Medicaid) program prompted the creation of a separate division of the agency for the program
- ◆ 1980 SCIRA was redesignated as the Refugee Resettlement Program
- ◆ 1984 the planning, financing, monitoring and evaluating functions for the Title XIX Medicaid and the Social Services Block Grant (SSBG) programs were transferred to the newly created Health and Human Services Finance Commission
- ◆ 1985 the Governor's Select Committee on Adoptions recommends one public adoption agency for the entire state, resulting in 1986 with merging the Children's Bureau into the Adoption Program of DSS
- ◆ 1992 the State Board of Social Services dissolved by Joint Resolution passed by the General Assembly
- ◆ 1993 DSS becomes a cabinet office under the Governor
- ◆ 1995 DSS receives a W. A. Kellogg Foundation Grant to plan a process to reform the child welfare system; Family Independence Act was passed which changes the way DSS provides assistance to the state's needy, emphasizing employment training and reducing welfare assistance
- ◆ 1996 Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) passed, repealing the Aid to Families with Dependent Children (AFDC) program and consolidating funding in a single, capped block grant, Temporary Assistance for Needy Families (TANF)

- ◆ 2004 The SSBG program and the Advocates for Better Care (ABC), the statewide system designed by South Carolina to administer the child care program funded by the Child Care and Development Fund (CCDF), was transferred to DSS from the Department of Health and Human Services

A more detailed summary of the agency history for the Department of Social Services is available upon request from the Collections Management Branch of the South Carolina Department of Archives and History.

Agency Organization

(As reported in the 2003-2004 Department of Social Services Accountability Report)

The governor appoints the state director of the Department of Social Services. The department has four primary divisions, which include General Counsel, Administration and Program Support, Policy and Operations, and Planning and Quality Assurance. Sections making up the four divisions are as follows:

General Counsel

- Investigations
- Governmental Affairs
- Public and Community Affairs

Administration and Program Support

- Individual and Provider Rights
- Information Systems
- Financial Services
- Human Resource Management

Policy and Operations

- Human Services
- Child Support Enforcement
- Family Assistance
- Regional Offices
- County Offices
- Staff Development and Training

Planning and Quality Assurance

- Emergency Preparedness
- Planning and Research
- Quality Assurance
- Community Resource Development.

Agency Mission and Functions/Programs

The mission of the South Carolina Department of Social Services is to ensure the safety and health of children and adults who cannot protect themselves, and to assist those in need of food assistance and temporary financial assistance while transitioning into employment. In carrying out its mission, the agency conducts programs and engages in the following functions:

Providing Child Welfare Services. The Child Welfare Program is administered to ensure the safety and health of children. This system of services includes Child Protective Services, Foster Care, Managed Treatment, and Adoption Services.

Providing Adult Protection Services. The Adult Protection Program is administered to ensure the safety and health of vulnerable adults.

Providing Family Assistance. The Family Assistance Program assists those in need of temporary financial and employment-related services.

Providing Child Care Services. The Child Care Program is administered to increase the availability, affordability, and quality of childcare. It includes the Child Care Development Fund and Day Care Regulatory and Licensing.

Providing Family Nutrition Services. The Family Nutrition Program assists those in need of food assistance, including the Food Stamp Program.

Providing Child Support Enforcement Services. The Child Support Enforcement Program establishes and enforces orders for child support, establishes paternity for children when paternity is an issue, provides locate services when whereabouts are unknown, and collects and distributes child support payments.

Administering Internal Operations. Internal Operations includes the general administrative, personnel, financial, and data processing activities performed to support the programmatic areas of the agency. It is composed of the following sub-functions and activities:

Managing Administration of the Agency: Activities include internal office management work common to most government agencies such as corresponding and communication; scheduling; meeting; documenting policy and procedures; reporting; litigating; drafting, promoting, or tracking legislation; publicizing and providing information; and managing records. Additional activities include inventorying and accounting for non-consumable property; constructing buildings and leasing and/or renting offices or facilities; providing for security and/or insurance for property; assigning, inspecting, and maintaining agency property, including vehicles; and conducting internal program audits.

Managing Human Resources: Activities involved in managing human resources may include the following: recruiting and hiring eligible individuals to fill vacant positions within the agency; providing compensation and benefits to employees; supervising employees (evaluating performance, disciplining, granting leave, and monitoring the accumulation of leave); and providing training and continuing education for employees.

Managing Finances: Activities include budgeting (preparing, reviewing, and submitting the budget package; documenting amendments; and tracking performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process.

Managing Information Systems and Technology: Activities include those related to system testing, security, system documentation, user access, hardware, network operations, disaster planning, and maintenance of authentic electronic records.

Analysis of Record-keeping System and Functional Appraisal of the South Carolina Department of Social Services

Agency Record-keeping System

The agency operates a hybrid system composed of paper and electronic records. Thousands of paper documents are managed in each division. Various computer systems and software are in operation throughout the agency that support and occasionally mirror information recorded on paper. The Information Resource Management division (IRM) directly administers thirty-nine systems. Ad-hoc systems exist outside the purview of IRM. These systems are limited in scope and support small groups of employees in specialized work.

The agency relies on case file management databases to support and track client activity in the various programs. CIO mainframe computers store system data. Agency mainframe systems include, but are not limited to, the following:

- ◆ The IV-D system supports Child Support Enforcement activities. Information from paper case files is summarized and combined with caseworker notes. A federally mandated Child Support Enforcement System [CSES], designed to replace the IV-D system, is currently under development.
- ◆ The Family Assistance Division uses the Client History Information Profile System [CHIPS]. CHIPS monitors client eligibility and calculates benefits for the Temporary Assistance for Needy Families [TANF] and Food Stamp programs.
- ◆ The Participation and Tracking System [PATS] records data on employment and training programs. It replaces the WNAT database. PATS is a new system and does not contain any WNAT data. WNAT remains active and available for reference.
- ◆ The Child and Adult Protective Service System [CAPSS] tracks child welfare activity including adoption and foster care.

Due to federal eligibility requirements that allow for client participation over long time periods, data are rarely deleted or permanently purged. Data are transferred from online systems onto tapes or other media as storage demands require. Reports are regularly compiled and issued from the systems.

The agency maintains additional record-keeping systems including a Lotus Notes network, a website and a digital imaging system. A Lotus Notes network manages e-mail, memoranda, training manuals, and all internally-created agency publications. This system will eventually

incorporate all departmental manuals. Lotus Office suite applications, including Approach databases and Lotus 123 spreadsheets, are found throughout the agency. In addition to the Lotus suite, Microsoft Office is available in some program areas. The primary DSS website is managed internally by IRM. However, the Child Support Enforcement Division maintains its own web pages. The website hosts departmental news and program information. Reports and statistical information are published to the website in PDF format. A digital imaging program is in the developmental stages. Imaging of ABC Child Care program documents is underway and the agency plans to expand the process into all program areas.

Functional Appraisal

South Carolina Department of Archives and History staff used a functional appraisal model to develop this records retention schedule for the Department of Social Services. This model involved a top-down approach which included identifying and analyzing the functions and activities of the agency to gain an understanding of its operating environment and to provide a framework for classifying agency records. The next step in the process involved applying several appraisal tools to determine which agency functions and activities met the criteria for historical significance. From these significant functions and activities, records were selected and designated for permanent retention. These permanent (archival) records make up one small category of records created and/or maintained by the Department of Social Services. All other agency records are categorized as temporary.

Temporary records should be held for what is considered their active life and then disposed of once all fiscal, legal, and administrative requirements have been met. Permanent (archival) records must be protected and preserved for future access either in the agency or transferred to the South Carolina Department of Archives and History for permanent retention. Due to the similarities in how Department of Social Services programs operate in relationship with federal requirements and guidelines, many of the same permanent (archival) records can be found from program to program within the agency. For this reason, a separate group of permanent records was designated for application to all agency functions/programs. This group is referred to in the schedule as Specific Agency-Wide Permanent Records and appears first. For all other records, the schedule lists agency records first by function/program and then by permanent or temporary categories within each function/program.

South Carolina Department of Social Services

Records Retention Schedule

This records retention schedule is issued by the South Carolina Department of Archives and History (SCDAH) under the authority of the South Carolina Public Records Act. (*Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended) It was prepared by the SCDAH's Archives and Records Management Division. The schedule lists records created and maintained by the South Carolina Department of Social Services in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the Department of Social Services to implement records destruction.

South Carolina law requires public officials to protect records from “deterioration, mutilation, theft, loss, or destruction” so that publicly accessible records are available for public inspection and so that all records may be transferred to an official's successor in office. State law also requires agencies to cooperate with the SCDAH in establishing records retention schedules.

Explanation of Records Requirements

- ◆ This record retention schedule supersedes any previous record retention schedules governing the retention and disposition of Department of Social Services records. Copies of superseded schedules are no longer valid and should be destroyed.
- ◆ This record retention schedule establishes minimum retention and disposition instructions for official records listed below regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As with records in any other formats, the retention periods for e-mail records are determined by the value of their content and not by format or method of recording.
- ◆ Some temporary records listed under the Administering Internal Operations function of this retention schedule represent duplicate copies of records listed for long-term or permanent retention in the schedules of other agencies.
- ◆ Certain records and record-related materials need not be retained as records under the disposition requirements of this retention schedule. Such materials include: (1) convenience or duplicate copies that do not require official action; (2) catalogs, trade journals, and other publications received that do not require official action and do not document agency activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term internal purposes that may include, but are not limited to, telephone call-back messages, drafts of ordinary documents not needed for their evidential value, copies of material sent for information purposes but not needed by the receiving office for future business, and internal communications about non work-related activities. These kinds of materials may be disposed of when no longer needed for reference and without documentation of destruction.

- ◆ Any record created prior to the year 1930 shall be regarded as permanent unless there is a specific action by the SCDAH to authorize its destruction.

Records Retention and Disposition Requirements

This section of the records retention schedule contains a list of agency records with descriptions, retention periods, and dispositions. Except for the first section, which applies agency-wide, the list is arranged according to the functions and programs of the Department of Social Services. It includes the series of records created and/or maintained by the department as a result of activities and transactions performed in carrying out those functions and programs. Within each section, records to be permanently retained are listed first, followed by temporary records. This list of agency records is by no means comprehensive in scope. The agency may submit requests to revise, add, or delete specific records disposition requirements to the SCDAH at any time. Contact the Archives and Records Management Division to obtain assistance.

Department of Social Services Records Schedule

Specific Agency Wide Permanent Records

214-0001

State Plans Files

A

Consist of current plans and all future updates required by federal funding agencies to document how the agency operates various federally mandated programs. Content of plans differs according to federal requirements and may contain amendments, corrective action plans, program improvement plans, policies and procedures, outreach and training activities, public comments or hearings, benchmarks, goals, work plans, research notes, brochures, and related material. Plans include but are not limited to the following: Child and Family Services Plan (CFSP); Child Abuse Prevention and Treatment Act State Plan (when separate from the CFSP); Title IV E (Foster Care and Adoption Assistance) State Plan; Social Services Block Grant (SSBG) Plan; South Carolina Family Violence State Plan; Temporary Assistance to Needy Families (TANF) State Block and Aid to Families with Dependent Children (AFDC) State Plans; Child Care and Development Fund (CCDF) Plans; Day Care Licensing State Plans; Food Stamp State Plan; Food Service Programs State Plans (i.e., the Child and Adult Care Food Program or CACFP State Plan); and Child Support Enforcement State Plans.

Retention:

Agency: Until superseded or no longer needed for reference

State Archives: Selection of Needed Documentation; PERMANENT

214-0002

Strategic Plans

A

Planning documents other than State Plans developed by the agency or its subdivisions in conjunction with other agencies or organizations which provide insight into program activities. Examples include but are not limited to the Agency Business Plan and Strategic Outcome Summary, SC Statewide Child Care Strategic Plan, Domestic Violence Program Plan, South Carolina Child Care Needs Assessment and Strategic Plan, training plans, and technology plans.

Retention:

Agency: 5 Years

State Archives: PERMANENT

214-0003

Grants Files

A

Grant proposals, annual progress reports, and final reports for grants awarded the agency in addition to the primary federal grants. These discretionary grants include but are not limited to grants pertaining to adoption and rural domestic violence, the Visitation Involving Parenting (V.I.P.) project, W. K. Kellogg Foundation grants, and Casey Foundation grants.

Retention:

Agency: 10 Years

State Archives: Selection of needed documentation; PERMANENT

Department of Social Services Records Schedule

Specific Agency Wide Permanent Records

214-0004

Program Policies, Procedures, and Guidelines files

A

Records consist of current and all future updates of manuals, handbooks, or other materials not included in the State Plan Files and contain policies, procedures, guidelines, and standards developed by the agency to implement its programs. Usually required for programs receiving federal funds and/or developed by the state office for explanation or clarification for staff in county/regional offices, service providers, or customers. Examples include but not limited to the following: Human Services Manual; Child Protective Services Policy and Procedures Manual; Adult Protective Services Policy Manual; Standards of Care for Batterers Treatment, Family Independence Policy Manual; policies for family nutrition programs; child support guidelines files; and automated systems manuals.

Retention:

Agency:Until superseded or no longer needed for reference

State Archives:Selection of needed documentation; PERMANENT

214-0005

Directive Memorandums

A

Official policy memorandums issued agency-wide to specify or clarify a change in program policy or procedure.

Retention:

Agency:5 Years

State Archives:PERMANENT

214-0006

Information Memorandums

A

Memorandums issued agency-wide on general matters, usually of an internal administrative nature

Retention:

Agency:5 Years

State Archives:PERMANENT

214-0007

State Cost Allocation Plan (CAP)

A

Financial plan required by federal funding agencies in which agency details how federal funds will be spent for each grant program. Includes names of cost centers and amounts of direct and indirect costs, as well as a table which provides an explanation of elements used in the plan.

Retention:

Agency:5 Years

State Archives:PERMANENT

Department of Social Services Records Schedule

Specific Agency Wide Permanent Records

214-0008

Program Financial Reports

A

Financial reports required by federal funding agencies listing cost expenditures for each program area. Include but not limited to the following: ACF Report #196; Food Stamp Program: FNS # 269; and Child Support Enforcement Division: OCSE 157 Report. May also contain working papers.

Retention:

Agency: Final Report (signed): 6 years;
Working Papers: 6 years, destroy

State Archives: Final Report (signed): PERMANENT

214-0009

Program Quantitative and Statistical Reports

A

Consist of (1) reports required annually by federal granting agencies to track funded programs and (2) annual compilations of primary reports used by agency staff to evaluate and document programs and to answer requests by other state agencies, federal agencies, and researchers.

Includes but not limited to the following:

- TANF Caseload Reduction Credit Report
- Foster Children in School District Report
- TANF/FI Family Independence Caseload Analysis
- TANF/FI Family Independence Program, Employable Caseload Analysis
- Food Stamp Caseload Analysis
- Food Stamp Participation Report
- Family Nutrition Outcome Measures Reports
- Strategic Plan Outcome Measures Reports
- Adult Protective Services Statistical Reports
- Child Support Enforcement internal statistical reports, charts, and tables
- Investigations of complaints into fraud and abuse in economic service programs
- Appeals Unit Activity Summary
- Volunteer Services Report

Retention:

Agency: Annualized or Longer Reports: Until no longer needed for reference; Send to State Archives, see below
Other Reports: Until no longer needed for reference; Destroy

State Archives: Annualized or Longer Reports: PERMANENT

Department of Social Services Records Schedule

Specific Agency Wide Permanent Records

214-0010 **Program Narrative Reports** A

Narrative reports not included in state plans or grants files which are required by federal or other agencies or produced by the agency to describe its programs. Examples include but not limited to the following: Child Welfare Outcomes Annual Reports; Federal Child Protection, Foster Care, and Adoption Assistance Report; Child Maltreatment Reports; Nutritional Education Annual Reports; Child Support Enforcement Internal Narrative Reports; and Battered Spouse Intervention Program Annual Report.

Retention:

Agency: Monthly Reports: Until no longer needed for reference, Destroy;
Annual Reports: 5 years send to State Archives

State Archives: Annual Reports: PERMANENT

214-0011 **Special Studies and Research and Evaluation Project Reports** A

Consist of reports, papers, articles, or studies by agency staff or firms contracting with the agency which present findings on welfare reform and social services research and evaluation projects. Examples may include but are not limited to the following: The Post-Welfare Progress of Sanctioned Clients in South Carolina; Families on TANF in South Carolina: Employment Assets and Liabilities Final Report; Survey of Former Family Independence Program Clients by DSS; studies of welfare leavers; Who Is Coming on Welfare Now, and Why?; Unsung Heroes: Relative Caretakers in Child-Only Cases; Recipient Characteristics Study Income Maintenance Report; and Child Care in South Carolina, Quality, Affordability & Availability.

Retention:

Agency: 5 years

State Archives: PERMANENT

214-0012 **Program Audits and Reviews** A

Includes internal audit findings on or reviews of agency program areas (not included in state plans) by federal agencies, agency staff, and outside groups such as the Citizen Review Panel, Children's Health and Safety Council, the Children's Justice Act Task Force, S.C. Fair Share, and the Foster Care Review Board. Examples may include but are not limited to the following: Child and Family Services Reviews; Human Services Quality Reviews; Coordinated Internal Review System Reports; Foster Care Review Board audits of the foster care program; Child Protective Services program audit reviews; Child and Adult Care Food Program audits; and Internal Audit Division reports.

Retention:

Agency: 10 years

State Archives: PERMANENT

Department of Social Services Records Schedule

Specific Agency Wide Permanent Records

214-0013	Awards and Recognition Files	A
	Document awards received by the agency and/or recognition of programs, such as the Vice-President's Government Reinvention "Hammer" Award for the South Carolina Combined Application Project (SCCAP), the National Adoption 2002 Excellence Award, and High Performance Bonus awards in the Food Stamp program. Files include applications with exhibits or attachments, correspondence, and related material.	
Retention:		
Agency:	Until no longer needed for reference	
State Archives:	Selection of needed documentation; PERMANENT	
214-0014	Public Relations Files	A
	Files consist of informational, instructional, and graphic materials which provide information on or promotion of agency programs. Records may include but are not limited to the following: newsletters, bulletins, brochures, booklets, flyers, fact sheets, posters, press releases, biographies, promotional materials, broadcast scripts, photographs, visual documentation, and other related items.	
Retention:		
Agency:	Until no longer needed for reference	
State Archives:	Selection of needed documentation; PERMANENT	
214-0015	Training Packets	A
	Consist of training materials developed by the Staff Development & Training Unit or divisional program staff for agency personnel (case managers, caseworkers, claims workers, etc.), service providers, or customers	
Retention:		
Agency:	Until no longer needed for reference	
State Archives:	Selection of needed documentation; PERMANENT	
214-0016	Memorandums of Understanding	A
	Agreements between the agency and other entities (i.e., state and federal agencies, private and for profit organizations, faith-based groups, etc.) to partner with DSS to provide an array of services to DSS customers.	
Retention:		
Agency:	3 years after termination or expiration of agreement	
State Archives:	PERMANENT	

Department of Social Services Records Schedule

Specific Agency Wide Permanent Records

214-0017

Interagency Task Forces and Committees Files

A

Consist of reports, minutes, and meeting files of interagency task forces, committees, or working groups which support program activities. Examples may include but are not limited to the following: South Carolina Child Care Coordinating Council; Child Welfare Advisory Committee; Children's Justice Act Task Force; South Carolina Task Force on Quality Early Care and Education; and the South Carolina Adult Protection Coordinating Council.

Retention:

Agency: 5 years

State Archives: PERMANENT

214-0018

Provider Directories

A

Printed directories of providers of services that the agency either administers, supervises, regulates, or licenses. Examples may includes but are not limited to the following: Child Protective Services: Group Home Directory; and Day Care Licensing: Licensed Day Care Provider Directory

Retention:

Agency: Until no longer needed for reference

State Archives: PERMANENT

Department of Social Services Records Schedule

Child Welfare

214-0019 **Adoption Case File** A

Created to document all actions and processes taken by the agency in successfully placing a minor in an adoptive home and thus completing the legal adoption process. This series contains the Adoption Home Study File, The Eligible Adoptive Child Case File, and the Birth Parent File which are combined at the time of adoptive placement. Information includes additional documents such as summary placement information, placement agreement forms, post-placement supervisory reports, medical reports, copies of legal documents issued consummating the adoption, and other related correspondence.

Retention:

Agency: PERMANENT

214-0020 **Adoption Subsidy Records** A

Used by the Adoption Division case managers to document supplemental information pertinent to Adoption Case Files for service. Information includes legal, medical, historical or other critical information related to the adopted child or to birth parents obtained after the Adoption Case File was microfilmed.

Retention:

Agency: PERMANENT

214-0021 **Children's Bureau Files** A

DEFUNCT SERIES (1937-1982). Consist of committee records on the planned merger of the Children's Bureau with the Dept. of Social Services. This series also includes records of the former Children's Bureau such as minutes, reports, policies and procedures, papers of Mrs. W. C. Cathcart, former Executive Director of the Children's Bureau, audit reports, etc.

Retention:

State Archives: PERMANENT

214-0022 **CAPSS System Case Files** D

CAPPS (Child and Adult Protective Service System) allows the input of intake information at the time of the report. The system contains information on the status, demographic characteristics, location, and goals for the placement of every child in foster care in the state. It provides critical information for caseworkers, supervisors, and state office managers to use for decision-making.

Retention:

Agency: Until no longer needed for reference; destroy

Department of Social Services Records Schedule

Child Welfare

214-0024 **Children and Family Services Case Files Index Cards** D

This series is used to retain index cards to Children and Family Services case files. The card reflects the following information: name of client, county, number assigned to the case, date the file was set up, and any documenting information necessary to the case.

Retention:

Agency: 10 years after becoming inactive

State Records Center: 15 years; destroy

214-0025 **Independent Adoption Court Ordered Study Files** D

These records are used to document home studies performed by the agency of independent adoptions as requested by courts of law. Independent adoptions are those processed by individuals other than the Department of Social Services. These records consist of the requests and copies of the reports submitted which reflect circumstances and conditions having a bearing on the adoption for which the court desires additional knowledge.

Retention:

Agency: 10 years

State Records Center: 15 years; destroy

214-0026 **Licensed Foster Homes** D

This series is used to verify proper issuance and renewal of Foster Home Licenses. This series consists of the following licensing material: Application to Conduct a Foster Family Home and Application for a Foster Family Home which are used in applying for a Foster Family Home License; Fire and Building Inspection Report and Sanitary Report completed on the foster home; any necessary medical reports on the foster family or child; background and social summary of the foster family or child; home evaluations; and related correspondence concerning the licensing or renewal process. Records may also include any changes in the Foster Family Home Licenses such as address change, closure of the foster home, and any other letters or correspondence pertaining to the foster home.

Retention:

Agency: 5 years after becoming inactive

State Records Center: 10 years; destroy

Department of Social Services Records Schedule

Child Welfare

214-0027

Foster Home Care Monthly Payroll Worksheet Summary Files

D

This series is used to verify total monthly costs by county for foster home care in order to control overpayments and underpayments. It is also used as a verifying document by the data processing division for verifying key punch operations on DPW Forms 61, 62, and 63. The series consists of a ledger sheet listing number and name of county with columns titled to reflect amounts according to the DPW Forms 61, 62, and 63 received from the various County Departments at the end of each month with totals entered at the bottom of each column. Also included in the series are the original of Form DPW-70, "Foster Home Care or Return of Runaway Children Transmittal of Forms DPW-61, DPW-62, and DPW-63," and a computer listing containing such information as number of days, amount of payment received, county, category, name of child, foster home number, and payee name. Additionally, the series contains related correspondence used to send forms

Retention:

Agency: 3 years

State Records Center: 4 years; destroy

214-0028

Foster Home Care Awards

D

This series is used to record and verify the expenditure of funds for Foster Home Care. This series includes forms such as: "Authorization for Foster Home Care" (DPW-61); "Change of Status of Termination of Award for Foster Home Care" (DPW-62); "Authorization for Payment of other expenses Under Foster Home Care Program or Return of Runaway Children" (DPW-63); and "Authorization of Payment and Change in Status for AFDC Foster Care" (DSS 1238). These forms include such information as name and address of payee; child being cared for; foster home number; award number; and various information concerning the amounts paid, when paid, and reasons for cancelling or changing amount of the award.

Retention:

Agency: 2 years after case is closed

State Records Center: 4 years; destroy

Department of Social Services Records Schedule

Child Welfare

214-0029

Birth Parent File

D

Created to document all actions and procedures taken by the agency in providing services to parents considering release of their children for adoption. This series contains information relative to both completed and non-completed adoptions. This series also contains intake data, case plan, social summary, family history and summary, medical records, and other related documents. The non-completed adoptions fall into two categories: 1. situations where a birth parent has placed a child in foster care but ultimately the child is returned to the birth parent, and 2. situations where the birth parent's child never enters foster care even though the birth parent has expressed interest in relinquishing custody of the child.

Retention:

Agency:

Completed Adoptions: Transfer to the Adoption Case File;

Non-completed Adoptions:

- A. Records concerning children who have been in the foster care system:
3 years after case is closed, destroy.
- B. Records concerning children who never entered the foster care system:
1 year after case is closed, destroy

214-0030

Non-Recurring Cost Cases

D

Used to document non-recurring expenses relating to adoptions. Contained in these files are adoption subsidy requests and the final decree of adoption.

Retention:

Agency:

4 years after case is closed, destroy

Department of Social Services Records Schedule

Adult Protection

214-0031

Central Registry (Case Files)

D

The Adult Protective Services (APS) Central Registry contains case files on vulnerable adults receiving APS through county DSS offices. The files contain identifying information, demographic information, Court Orders related to the adult, and paperwork regarding payments from the APS Emergency Fund for the adult.

Retention:

Agency: Until no longer needed for reference; destroy

Department of Social Services Records Schedule

Family Assistance

214-0032

Appeals Records

A

Information includes name, control number, social security number, address, decline issued; homeowners/renters insurance, temporary settlement, IFG status assistance applied for (personal property, housing, medical transportation, other), comments, signatures, panel concurrence, date of panel, and Disaster Assistance Registration Application, when applicable. The meeting records of the appeals are also included.

Retention:

Agency: 2 years

State Records Center: 3 years

State Archives: PERMANENT

214-0033

Individual and Family Grant Program Financial Records

D

Client financial records documenting approved and denied individual and family cases for South Carolina disasters. Information includes Cumulative Report of Individual Family Grant (IFG) Adjustments; IFG Fiscal Daily Check Log; IFG Action Report; Daily Activity of Payments Report; Daily Voucher Report, and Daily Error Report.

Retention:

Agency: 2 years

State Records Center: 3 years; destroy

214-0034

Individual and Family Grant Program Client Records

D

Consist of computer generated and handwritten client records documenting approved and denied individual and family cases for South Carolina disasters. Information includes correspondence, IFC Case Status Reports, Client Panel Sheets, Flood Insurance Applications, proposed awards, Disaster Assistance Registrations/Applications, and Inspection Reports.

Retention:

Agency: 2 years

State Records Center: 3 years; destroy

214-0035

Monthly Worksupport Natural (WNAT) Reports

D

Used by state and county staff to compile statistical data on Family Independence Work Support Program activities accomplished during each monthly period. These reports are also used by state staff for monitoring purposes and by county staff for follow-up purposes and caseload organization. This series includes information concerning participation levels, client activity data, number of referrals and results, number of placements, and number of sanctions.

Retention:

Agency: 1 year

State Records Center: 3 years; destroy

Department of Social Services Records Schedule

Family Assistance

214-0272

PATS System Case Files

D

The Participation And Tracking System (PATS) monitors employment and training activity of DSS clients served by the Family Independence division. Implemented in October 2003, PATS manages client data that include client status, employability, family evaluation, young parent assessment, and involvement in mandatory work program. The system also includes a case action history that tracks entries made to case files and online reporting. Interfaces with the Client History Information Profile System (CHIPS).

Retention:

Agency: Until no longer needed for reference; destroy

214-0273

CHIPS System Case Files

D

Client History Information Profile System (CHIPS) consists of eligibility information for clients served by the Family Independence division. The system contains data on Temporary Aid to Needy Families (TANF), Food Stamps, and the Family and Adult Care Food Program. CHIPS interfaces with the Child Support IV-D system, PATS employment activity system, and the Social Security Administration. After one year, data on the system are moved to tapes or other media. Data managed within the system are governed by federal eligibility requirements as follows: Participants can receive benefits for two years during a ten-year span with a maximum lifetime benefit of five years.

Retention:

Agency: Until no longer needed for reference; destroy

Department of Social Services Records Schedule

Child Care

214-0036

Day Care Center Data Summary Files

A

This series is used in administering Title XX funds in the operation of child day care activities. These records consist of printouts entitled Office of Child Development Center Record and Center Summary. The Center Record includes center number; name of facility; number of spaces licensed; date license issued; address of facility; county; days and hours operational; indoor and outdoor area in square feet; telephone; health inspection date; fire inspection date; name of director; home address; status of center (public/private); type services offered; and statistical data on federal funds, state funds, and city funds. The Summary Record includes data on number of children by race; number mentally retarded; number and ages of children; number of children departing the center in past twelve months; number joined in the past twelve months; number of volunteers; data on indoor and outdoor area per child in square feet; number and percent of total immunized; number of children with absent parents. Other information includes data on child's family status; status of employee educational level; and data on types of services and number of clients receiving the service. These summaries are prepared monthly. The files in this series are maintained alphabetically by name and by geographic location.

Retention:

Agency: 10 years

State Archives: PERMANENT

214-0037

Regulatory Complaints

A

Complaint files on regulatory infractions by individual day care centers. Does not include complaints of child abuse. Each complaint is retained in paper and electronic format with the paper copy considered the record copy.

Retention:

Agency: 5 years

State Archives: Selection of needed documentation; PERMANENT

214-0038

Regulation of Child Day Care Facilities

D

This series is used to regulate child day care facilities. It includes applications, studies on facilities, and supporting papers and reports. The supporting papers may include: sanitation inspection report, menus, personnel data, fire inspection reports, daily activities schedules, and when appropriate, a comprehensive narrative report to include the purposes, goals, and all pertinent information related to operating a child day care facility. Data on applications may include the name and address of director/operator, recommendation of agency representative, date, number of children, director/operators signature, and approved license/approval/registration number. The series is filed by facility name.

Retention:

Agency: 2 years after inactive

State Records Center: 5 years; destroy

Department of Social Services Records Schedule

Family Nutrition

214-0041 **Electronic Benefits Transfer (EBT) Control System Control Reports** D

Created from data processed by the EBT Control Center for oversight and reconciliation purposes. Reports include computer job name, transaction date, number of cases processed, dollar value, EBT card status, and record of new cards created.

Retention:

Agency: 1 year after submission of annual financial status report

State Records Center: 3 years; destroy

214-0042 **Automated Clearing House Daily Activity Report** D

Created to provide detailed information concerning amount paid to each provider daily via electronic transfer. Information contained in report includes name of provider, provider number, provider computer terminal identification, Julian date of transaction, batch date, and amount of transaction.

Retention:

Agency: 1 year after submission of annual financial status report

State Records Center: 3 years; destroy

214-0043 **Electronic Benefits Transfer Card Production Manifest** D

Created to identify and record Electronic Benefits Transfer cards issued by the EBT Office. Information in this series includes the client's name, the debit card number, and the client's zip code.

Retention:

Agency: 1 year after submission of annual financial status report

State Records Center: 3 years; destroy

214-0044 **Emergency Food Assistance Program Files (Commodities)** D

Document authorizations to issue commodities to households near or at the poverty level of income. Information includes names of persons in household, their total income, types of commodities issued, date of issue, signature of person receiving commodities. Filed with the authorizations are vendor claims for reimbursement, food receipts and transfer documents.

Retention:

Agency: 3 years after the close of the federal fiscal year to which they pertain; destroy

Department of Social Services Records Schedule

Child Support Enforcement

214-0045 **Contracts with Authorities** A

Used to document contracts and amendments with county authorities, including Sheriffs and Clerks of Court, to provide assistance with Child Support Enforcement functions in each county.

Retention:

Agency: Until cancellation or expiration of the contract

State Archives: PERMANENT

214-0046 **IV-D Case File System** D

Created by State Office Case Management Program to assist in the location of non-custodial parents, to establish and document paternity, and to establish, pursue, and enforce child support obligations. Included in files are addresses and employment information on non-custodial parents, legal pleadings and court orders, genetic test results, correspondence with attorneys and child enforcement agencies in other states, interview documentation, and related information.

Retention:

Agency: Case Files with Court Orders:
6 years after becoming inactive and until the youngest child in the file reaches 18 years old, delete or destroy;

Case Files Not Adjudicated:
6 years after becoming inactive, delete or destroy

214-0047 **Child Support Collections, Distributions, Error Transactions and Data Collection Reports** D

This series is used to document child support collections, distributions, error transactions and data collections. It consists of the Child Support Collection and Distribution Worksheet, Aid to Families with Dependent Children, Voucher Transactions, Projections/ Collection Lists and Distribution or Receipt Tapes. Computer printouts which provide all existing information regarding child support cases on the automated system are included with all corrections forms and any correspondence relating to these documents.

Retention:

Agency: 2 year

State Records Center: 3 years; destroy

Department of Social Services Records Schedule

Child Support Enforcement

214-0049

Child Support Verification

D

This series is used to record the sources of child support collections. Collection items include child support, incentives from other states, and fees for child support services (checks, money orders, etc.). These items represent all receipts into the unit, both automated and manual. This series also includes reports showing the individual cases to which the collections have been posted. Also included are the daily summaries and monthly summary reports required for balancing and reconciling.

Retention:

Agency: 2 years

State Records Center: 3 years; destroy

214-0053

Paternity Acknowledgement Forms

D

Copies of Paternity Acknowledgement forms maintained by the Child Support Enforcement Division for reference purposes. Official Copies of forms maintained by DHEC, Bureau of Vital Statistics

Retention:

Agency: Until no longer needed for reference; destroy

Department of Social Services Records Schedule

County Departments

214-0070 **Meeting Minutes (Record Copy) County Boards of Social Service** A

This series is used as the record copy of minutes of meetings of the County Boards of Social Services. The series reflects the dates and places of meetings, subjects discussed, and actions taken.

Retention:

Agency: 11 years

State Archives: PERMANENT

214-0055 **Client/Case Statistical Activity Reports** D

This series is used to support data submitted to state office statistical personnel on client applications, case activity and program operations/activities. The series consists of forms reflecting the results of activities during the report period such as "Monthly Public Assistance Statistical Report." "AFDC Applications disposed of other than Approved," "Negative Case Action," "AFDC/Win Grant Charge Report," "AFDC/Win Grant Charge Report Log" and "Report of Reviews Past Due."

Retention:

Agency: 2 years; destroy

214-0056 **Authority to Hold Assistance Checks Files** D

This record series consists of authorizations to hold payment of assistance checks (DPW-42) which are submitted to the Finance Division of the agency for action. The record is a listing completed monthly for each category of assistance and lists the award number, name, race, and amount of monthly assistance.

Retention:

Agency: 2 years; destroy

214-0058 **Client Rolodex Cards Files** D

This series is used for index purposes to identify social service clients that are listed on current and open payrolls for the county. The series consists of rolodex cards reflecting name of recipient, case number and may include such data as address, program category, and other related data pertaining to the client.

Retention:

Agency: Until individual is removed from the payroll or other service program of the agency; destroy

Department of Social Services Records Schedule

County Departments

214-0059	Food Stamp Reconciliation Files	D
	This series is used to document and reconcile the amount of food stamp transactions for the day with the balance of food stamps on hand in the office. The series consists of form "Cashier's Daily Report" reflecting all transactions for the day and coupon books issued and returned to inventory, balances on hand, and explanation for any differences.	
	Retention:	
	Agency: 4 years; destroy	
<hr/>		
214-0060	Random Moment Time Study (RMTS)	D
	This series is used by the county to support data sent to the state office on service personnel activities in the Title XIX and Title XX programs at randomly selected intervals. The series consists of "Random Moment Time Study" form which reflects the identifying information, observation data, activity data, interviewer's remarks, and appropriate signatures. The series is filed alphabetically by month.	
	Retention:	
	Agency: 2 years; destroy	
<hr/>		
214-0061	Accounts Receivable and Disbursements Journal	D
	This series is used to record daily cash receipts for which the agency is designated as payee from areas such as Social Security Administration, Veterans Administration, respective counties, and from parents or other relatives. Records also document cash disbursements to specific individuals, power companies, druggists, department stores, and board payments to Foster Parents. The series reflects cash receipts by receipt number and numbered checks written for specified disbursement accounts.	
	Retention:	
	Agency: 5 years; destroy	
<hr/>		
214-0062	Food Stamp Bank Statements Files	D
	This series is used in the accounting operations of the Food Stamp Program. The series includes documents for Food Stamp Program Accounts such as check stubs, bank reconciliations, cancelled checks, deposit slips and other related documents.	
	Retention:	
	Agency: 4 years; destroy	
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Department of Social Services Records Schedule

County Departments

214-0063 **Food Stamp Certificates of Deposit File** D

This record series consists of copies of "Certificates of Deposit (Standard Form 209)" from the Federal Reserve Bank Crediting Deposits by the County Departments' Food Stamp Program unit.

Retention:

Agency: 4 years; destroy

214-0064 **Food Stamp Authorization Files** D

This record is used to authorize clients to receive food stamps. The series consists of a form entitled "Authorization to Participate" which is used as proof of eligibility for the recipient to receive food stamps. The form reflects information such as name of client, social security number, beginning and ending certification dates, county number, food stamp case number, type, household size, validation dates, total stamps, date issued and signature of receiver.

Retention:

Agency: 4 years; destroy

214-0065 **Assistance Payroll Files** D

This series is used for reference and research purposes concerning payments to or on behalf of social service recipients under payroll categories administered by the agency. The series consists of periodic listings of checks issued to clients such as "Assistance Roll Covering" that reflects the payee or client name, case number, category of assistance, amount, and check number for various programs. The series also includes a separate "AFDC-Foster Care Payroll" record that lists the identity of the client, case number, assistance category, amount of check, check number.

Retention:

Agency: 3 years; destroy

214-0066 **Food Stamp (FNS 250) Reports** D

This series is used for audit and accounting purposes and to keep a record of the amount of food stamps issued. The series includes a "Food Coupon Book Report" that gives the number of books at the start and the end with a breakdown of delivery location, and a "Food Stamp Mail Issuance Report" that reflects the record of coupons delivered by mail. It also includes a "Monthly Report of Participation and Coupon Issuance" that gives a participation breakdown by categories of assistance and is submitted to the Food and Nutrition Service of the Department of Agriculture.

Retention:

Agency: 4 years; destroy

Department of Social Services Records Schedule

County Departments

214-0067

Food Stamp Household Issuance Record

D

This series is used to document essential data on each household participating in the Food Stamp Program. The series consists of 5 1/2" by 8 1/2" cards entitled "Food Stamp Household Issuance Record." This document lists the client's name and address, case number, case type, public assistance case number, authorized representative (s) name and an ethnic code. Additional information includes "Certification Data," which reflects the date certified, household size, period of certification, initials of caseworker certifying the client, amount of income, and initials of official posting the card. Other information in this series is the "Record of ATP and Coupon Issuance," which includes month valid, date mailed, date of issue, ATP category and initials of issuance official.

Retention:

Agency: 4 years; destroy

214-0068

Adult Residential Care Reference list

D

This series is used to provide reference to residence addresses for all persons receiving Optional supplement Social Security Income payments within a respective county. The series consists of a listing issued monthly entitled, "Adult residential Care List" that reflects recipient's name, date of birth, name and address of boarding home, boarding home's license number, family number, Social Security number, and amount of assistance payment.

Retention:

Agency: Until receipt of updated list, then destroy

214-0069

Master File Card Index Files

D

These records are used for reference purposes to identify all applicants for assistance or sources administered by the agency. The series consists of the following forms: DSS Forms 1807, DPW Forms 104, and 504, "Master File Card," and DPW Forms 104A and 504A, "Cross Reference Index Card." The cards reflect the name of applicant, address, cross reference, other members of household, ages, category code, case number, date of application, marital status, and other related data. The cross-reference cards contain data on relatives, close friends, or others connected with the client.

Retention:

Agency: Until no longer needed for reference, destroy

214-0071

Monthly Summary of Activity Files

D

This record series consists of a monthly ledger listing daily sales of Coupon Books by type of Book and computes the amount of sales. Also included is an inventory of Coupon Books on hand.

Retention:

Agency: 4 years; destroy

Department of Social Services Records Schedule

County Departments

214-0072 **Economic Services/Case Files-Family Assistance** D

This series is used to document a client's participation in assistance payment programs administered by the agency. These programs include "Aid to Families with Dependent Children" (AFDC), Food Stamps, Social Security Income (SSI), SSI-Optional/Mandatory Supplement, General Disability Assistance, AFDC-Foster Care and Title XIX Medicaid. The economic services case file is the confidential account of an individual's eligibility to receive financial and/or medical assistance. The file consists of an application, eligibility determination and redetermination/assessment forms, authorizations for payments/benefits, and all forms that reflect changes in data or individual clients or their benefit status and other related correspondence. Case file for AFDC clients may include material reflecting possible client participation in or receiving services from WIN, Child Support or Title XIX Medical Transportation and other programs.

Retention:

Agency: 4 years after becoming inactive; destroy

214-0073 **Authorization for Medical Transportation Services** D
(Title XIX)

This series is used to document authorization of transportation services to clients for medically-related purposes. The series consists of the authorizing form entitled "Medical Transportation" reflecting the provider's name; address; name of client and Medicaid number; time; pick-up point; destination scheduled; signature of county authorization; statement of service completed by the provider reflecting date of service, destination of clients, points of travel from - to, aggregate mileage; and the signature of the provider.

Retention:

Agency: 5 years; destroy

214-0074 **Subsidiary Ledger** D

These files are used to record all receipts and disbursements of clients' funds under the administration of the agency. The series reflects the agency as payee for funds provided from areas such as the Social Security Administration, Veterans Administration, respective counties, and in some cases from parents or other relatives. The separate ledger sheets reflect all receipts and disbursements of funds and the remaining balances for each client.

Retention:

Agency: 5 years; destroy

214-0075 **Cancellation of Check Requests** D

This series is used to document requests by county departments for cancellation of checks. The series consists of forms such as "Request for Cancellation of Checks" that reflects each check number, client's name, family number, month check was issued, and payment category.

Retention:

Agency: 2 year; destroy

Department of Social Services Records Schedule

County Departments

214-0076

Automated Re-Determination Notification System (ARNS) Reports

D

This series is used to notify of and assist in AFDC case review activities. The series consists of monthly listings generated from the ARNS system such as, "Public Assistance Technician (PAT) Workload Listing" that reflects cases due for scheduled review or selected for review because of their potential to contain errors and discrepancies. Also included is the "Scheduling Activity Summary" that reflects review activity pending for each caseworker (or PAT) during the month. Other information consists of "Supervisor Override System Batch Control" forms and resulting "Override List" that reflects extensions or changes in review dates as requested by the county supervisor.

Retention:

Agency: 2 years; destroy

214-0077

Daily Receptionist Log

D

This series is used to provide a chronological record of all individuals visiting the respective organizations either for the purpose of applying for assistance payments or other types of social services visitors for other official administrative purposes. This record also documents actions taken to assist the individual. The form lists the name of organization, date, visitor's name, and if a client, their case number, purpose of visit, person referred to, and disposition. The record provides a control of visitors to the respective county department and documents the referral actions made to appropriate program supervisors or others in accordance with the purpose of the visit.

Retention:

Agency: 1 year; destroy

214-0078

Economic Services Case Files-Adult Services

D

This series is used to document all direct and purchased Title XX Adult Services provided to eligible Title XX clients. The series includes service application forms and all Title XX eligibility determination and redetermination forms. Also included in the series may be additional documentation of services rendered, caseworker dictation, client needs assessment, references relative to a case, and correspondence. The service case record is the confidential account of an individual's eligibility to receive services and agency actions taken to provide the type of service needed for the individual.

Retention:

Agency: Protective Services Cases: 10 years after becoming inactive, destroy
All other Service Cases: 4 years after becoming inactive, destroy

Department of Social Services Records Schedule

County Departments

214-0079

Children and Family Services Case Files

D

This series is used to document all direct and purchased Children and Family Services (such as services to unwed mothers), and Child Protective Services (excluding AFDC-Foster Care)funded through Title XX. The series includes Title XX eligibility determination and redetermination forms authorizing Children and Family Services, documentation of services rendered, caseworker dictation, references relative to a case, and all related correspondence. The service case record is the confidential account of an individual's eligibility to receive services and documents agency actions taken to provide type of service needed for the individual.

Retention:

Agency:

Protective Services Cases: Until individual attains the age of 28, destroy
Unfounded Protective Services Cases: 1 year after case is determined to be unfounded, destroy
All other Title XX Cases : 4 years after becoming inactive, destroy

214-0080

Cancelled Check Files

D

This series consists of cancelled checks that have been cleared through the bank. The checks are issued by the County Department from special and emergency fund accounts. The funds are provided for emergency child welfare assistance from the Social Security Administration, respective counties and from parents or other relatives. This series also includes check stubs and deposit slips.

Retention:

Agency:

6 years; destroy

214-0081

County Annual Report Files

D

This series is used as the record file for each county department's Annual Report. The series consists of a copy of the Annual Report prepared at the close of each fiscal year. Reports consist of explanatory narrative comments concerning the respective county department's activities and include financial schedules prepared to reflect receipt and expenditure of funds by programs administered by the county during the report period.

Retention:

Agency:

Until no longer needed for reference, then destroy

Department of Social Services Records Schedule

County Departments

214-0082 **Service Provision Log (DSS Forms 1165) (Title XX)** D

This series is used as the record file for each county department's Annual Report. The series consists of a copy of the Annual Report prepared at the close of each fiscal year. Reports consist of explanatory narrative comments concerning the respective county department's activities and include financial schedules prepared to reflect receipt and address, page number in a batch, period of service, date of preparation, provider's code number, agency code number, county number, cost center number, and originator number. A separate line is used for each client that reflects client's name, Title XX number, eligibility category, service code, total units provided, and spaces for corrections to previous report. Also included are spaces for recording, when required, the total units provided by program and category of eligibility for all clients being reported in each batch, and a section entitled, "Daily Journal of Units of Services Provided by Client" that reflects by day of month all units of service rendered to each client respectively. This series is filed by batch and month.

Retention:

Agency: 4 years; destroy

214-0083 **Service Provision Log Printouts- Parts I, IV, Hold File Status and Update Control Reports (Title XX)** D

This series is used to report to each county office the status of data entry on units of Title XX services rendered as reported monthly. These records serve as notification that resubmission may be required. Included are reports such as parts I and IV of SCDSS Title XX Program Statement of Services Provided Control Report, Hold File Status Control Report, and Service Provision Log Monthly Update Control Report. Part I lists all transactions successfully processed, suspended, or failed during the processing cycle, the reasons for placement in suspension, corrections to previously suspended transactions processed during the current cycle, and prior suspensions remaining arranged by reporting cycle. Part IV reflects all transactions purged during the cycle. The Hold File Status and Update Control Reports summarize county activity reflected in Part I.

Retention:

Agency: Six months; destroy

214-0084 **Case Manager's Report and County Summary (Title XX)** D

This series is used to provide assistance in the preparation of Service Provision Logs and to evaluate case loads, employee performances, and efficient staff utilization. These records consist of the Case Manager's Report and the Case Manager's Report County Summary. These reports list Primary Title XX clients assigned to each case manager and the necessary data on each client. Information includes dates of service authorization, clients who have service expirations, pending reviews and data on each case manager's caseload. Summaries of each case manager's responsibilities and totals for the county are also included.

Retention:

Agency: Until superseded by the next comparable report; destroy

Department of Social Services Records Schedule

County Departments

214-0085 **Comprehensive Employment Training Act Child Care Case Files** D

This series consists of applications, agreements, and other related documents used in administering the Comprehensive Employment Training Act Child Care program for clients in need of child care services for which this agency is the subcontractor within the state. This series consists of case files of each individual receiving public assistance and participating in the CETA program. Cases include copies of state and federal administrative forms such as Notice of Child Care Placement, Child Care Agreement, CETA Child Care Determination form, and CETA Child Care Individual Follow-Up Report. Also included in this series are copies of checks to the provider; invoices; a social services contact report; and additional related forms, information, and correspondence. This series is filed alphabetically by client name.

Retention:

Agency: Ineligible Applicants: 1 year, destroy
 Eligible Applicants: 6 years, destroy

214-0086 **Homemaker's Report (Title XX)** D

This series monitors all active Title XX clients receiving Homemaker Services by county and individual case managers. Information includes title, report number, date, agency and county code, case manager's name and number, client's name, Title XX client number, eligibility code, service code, authorized dates of service, and provider code.

Retention:

Agency: Until superseded, destroy

214-0087 **Inactive Records Purge Report (Title XX)** D

This series is used to report semiannually all client cases that have been removed from the program database by date of purge. These reports list all clients that have been purged from the system due to a three year lapse from date of last service. These data identify report number and title, date of report, agency code and name, county code and name, names of clients in alphabetical order, their Title XX case number, and dates of application; eligibility; latest activity date; and reason for purge code.

Retention:

Agency: Until completion of administrative requirements for purged cases; destroy

214-0088 **Service Provision Log Suspended Transactions Report (Title XX)** D

This series is used for monitoring, within the county, all service transactions suspended to determine what, if any, problems are encountered in authorizing services. These reports reflect all transactions for purchased services that remain in suspension by provider and reason for suspension. These records provide county case managers data to identify transactions requiring corrective action on Client Service Record Turnaround Documents.

Retention:

Agency: Six months; destroy

Department of Social Services Records Schedule

County Departments

214-0089

Case Control Card Files

D

This series is used for statistical purposes for all pending assistance payments clients. The series consists of Case Control Card that reflects case number, case status, name and address, dates, and actions taken.

Retention:

Agency: Until no longer needed for reference, destroy

214-0090

Caretaker Register

D

This series is used to verify individual Caretaker Services Invoices received for reimbursement for services rendered under the Emergency Caretaker Program. Information includes the name of the caretaker, address, and social security number. The Series is filed by month.

Retention:

Agency: 5 years; destroy

214-0091

Caretaker Services Master Invoice

D

This series is used to document monthly reimbursements paid to individual caretakers for services rendered under the Emergency Caretaker Service Program. Data is compiled from the Caretaker Service Invoice. Information on the Caretaker Service Master Invoice form includes name of county, date, name of caretaker, number of invoices, minimum fees, hourly wages, and total cost. This series is filed chronologically.

Retention:

Agency: 5 years; destroy

214-0092

Case Records Transmittal Control

D

This series is used to document the release and return of complete case files, or selected material for quality control analysis or evidentiary purposes. The series consists of request and receipt forms such as "Quality Control Listing of Case Records." The series reflects the name of requestor, case number, client's name, date sent, signature of recipient, number of folders, and Quality Control number.

Retention:

Agency: Until no longer needed for reference, destroy

Department of Social Services Records Schedule

County Departments

214-0093 **Child Day Care Facilities (County) Case Files** D

This record series is used to regulate all child day care facilities in their respective counties. The records include application forms, studies completed by a case worker on the facility, a copy of the license or registration, and supporting documents. Data on the applications include the name and address of the director/operator; date; number of children; recommendation of agency representative; director/operator's signature, and license, approval, and registration number. Supporting documents include sanitation inspection reports, personnel data, fire and building inspection reports, daily activities schedules, and when appropriate, a comprehensive narrative report which includes the purpose, goals, and other information concerning the operation of the child care facility. The series is filed alphabetically by facility name.

Retention:

Agency: 5 years after becoming inactive; destroy

214-0094 **Child Protective Services Case Control Log** D

This series is used to register reports of all alleged Child Abuse and Neglect cases reported to the county department and to provide a documentation source for investigation activities. The series consists of DSS form "Child Protective Service Case Control Log," which reflects the assigned county child protective service number, intake information, date of the initial investigation, name of client or household, worker responsible for the case, any case decisions. Other information includes types of abuse and neglect cases reported and investigated, date the Child Abuse and Neglect Report filed, date the Family Court or Solicitor was notified of the investigation and any additional information reported on the indicated child abuse and neglect investigations.

Retention:

Agency: Until no longer needed for reference, destroy

214-0095 **Child Support Collections List** D

This series is used to record and document the amount of child support payments collected and forwarded to the state office. The series consists of Collections List that reflects information such as caretaker's relatives' names, IDO number, amount collected, date collected, absent parent's name, and total amount collected.

Retention:

Agency: 2 years; destroy

214-0096 **Child Support Payroll** D

This series is used to verify the issuance and amount of child support checks issued to participating eligible clients and to determine if any changes should be made in other benefits and assistance. The series consists of Child Support Payroll for the respective county that includes the client's name, identification number, Food Stamp number, amount received from absent parents, portions held by the agency, amount issued to client, and check number.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

County Departments

214-0097 **Data Entry-Title XX, Food Stamp and Client Information Summary** D

This series is used to input and update the entry of data into the computer system and to allow reconciliation between data entered and that accepted by the system. The series consists of original handwritten copies of Food Stamp Notice of Change, Client Informational Summary, Client Service Record, and Client Service Record Turnaround Document forms that serve as input source documents. The series is filed by case control by date submitted or entered into the system.

Retention:

Agency: After reconciliation of all data with new document received; destroy

214-0098 **Day Care/Foster Home Licensing Files** D

This series is used to monitor the licensing process and operation of each day care and foster home in the respective county. The series consists of applications for a Day Care or Foster Home License, medical reports, background and social summaries, evaluations of the home environment, and all related correspondence concerning the licensing or license renewal process. The series also includes all fire and sanitation reports, any changes occurring in the license, narrative material pertaining to continued suitability of the home and the parents, material relating to closure of the facility, and related correspondence.

Retention:

Agency: 25 years; destroy

214-0099 **Eligibility Listings** D

This series is used to provide data on client's eligibility status in Supplemental Security Income (SSI), Medicaid, and Buy-In programs to insure that benefits from these programs are made available and that any subsequent claims would be authorized. The series consists of sets of microfiche titled, "SSI Eligibility," "Medicaid Eligibility," "Buy-In Listing," and "State Data Exchange (SDX) Listing " and "Award Number Cross Reference Listing." The series reflects eligibility status and benefits authorized under Economic Service programs.

Retention:

Agency: Until superseded; destroy

214-0100 **Case Registration Files** D

These records are used for recording and assigning case numbers to applicants for all program categories of assistance and services. This series consists of a serial listing of case numbers, name, race, and date of registration of clients.

Retention:

Agency: 6 years; destroy

Department of Social Services Records Schedule

County Departments

214-0101 **Emergency Caretaker Contract and Invoice Register** D

This series is used to maintain a list of current caretaker contracts issued by each county office and to provide a list of invoices the contracts will generate. The series consists of the form "Contract and Invoice Register" which lists the county, contract and invoice number, date, caretaker, Title XX client and case number.

Retention:

Agency: 5 years; destroy

214-0102 **Emergency Caretaker Program Case Files (County)** D

This series is used to document and administer the Emergency Caretaker Program. Records contained in the series include the caretaker request, a copy of the contract to provide emergency caretaker service, a copy of the contract between the South Carolina Department of Social Services and Caretaker, the Caretaker Service Invoice, and any related correspondence, case background, medical reports on the caretaker and references. The series is filed by contract number issued to the caretaker.

Retention:

Agency: Until the service is terminated or the case is closed; destroy

214-0103 **Foster Care Payrolls** D

This series is used for reference purposes to verify the issuance and amounts of foster care payments except AFDC Foster Care. The series consists of "Foster Home Care Register" that reflects the name and address of payee, case number, family number, child's name, birthdate, fund, project, number of days between payments, number of persons being cared for per home, divisions for specific expense areas, amount of check, and check number.

Retention:

Agency: 3 years; destroy

214-0104 **Foster Home Care Transmittals** D

This series is used to support data requesting Foster Home Care board payments to be made by the state office. The series includes forms such as: "Authorization of Payment and Change in Status for AFDC Foster Care," "Authorization for Foster Home Care," "Change of Status or Termination of Award for Foster Home Care," "Authorization for Payment of Other Expenses Under Foster Home Care Program or Return of Runaway Children-Transmittal of Forms DFW-61, DFW-62, DFW-63, and DSS-1238." The forms reflect such information as the name and address of the payer, the child being cared for, foster home number, award number, expenses such as clothing and medical costs, and various information concerning the amounts paid, when paid, why paid, and reasons for cancelling or changing amount of the award.

Retention:

Agency: 2 years; destroy

Department of Social Services Records Schedule

County Departments

214-0105	General Ledger	D
	This series consists of ledgers used to record monthly receipts and disbursements and to balance with monthly bank statements. Information contained in the ledgers includes amounts and totals for the month in various accounts such as Protective Services, Foster Care, Emergency Support, Staff Fund, Donations, and Cash in Bank.	
	Retention:	
	Agency: 5 years; destroy	
<hr/>		
214-0106	Monthly Bank Reconciliation Files	D
	This series is used to reconcile on a monthly basis all receipts and disbursements of funds for each respective county. Included are monthly bank statements, deposit receipts, and trial balance sheets. Also included are Requests for Check Voucher forms reflecting information such as payee, fund, client name, reason, check number, amount, date, signature of requester and approval signature. Other records consist of Daily Cash Logs, which reflect information on cash and checks received such as payee, explanation, check number, check date, and amount.	
	Retention:	
	Agency: 6 years; destroy	
<hr/>		
214-0107	Social Security Number Assignment Notification	D
	This series is used for the assignment or verification of clients' Social Security numbers. The series consists of a computer generated listing titled, "Cross Reference Perspective Enumeration Issued Numbers List" issued by the Social Security Administration that lists the client's name and Social Security number assigned.	
	Retention:	
	Agency: Upon completion of updating respective client's case file; destroy	
<hr/>		
214-0108	Statements of County Expenditures for Rent, Maintenance, Service and Other Expenses	D
	This series consists of materials used to document expenses incurred and paid from funds appropriated in the respective county for rent, maintenance, service, and other expenses. Also included is documentation of other office expenses for which matching funds from the federal government are authorized and other documentation of service and maintenance costs in lieu of rent. The series consists of forms such as Statement of County Expenditures which includes amounts spent on a quarterly basis for rent, facilities, and other office expenses; Statement of Services and Maintenance Costs in Lieu of Rent in Public Building which reflects the monthly charge for rent per square foot; Schedule in Support of Services and Maintenance Costs in Lieu of Rent in Public Building which reflects service and maintenance expenses; and Statement of Comparable Rent.	
	Retention:	
	Agency: 6 years; destroy	

Department of Social Services Records Schedule

County Departments

214-0109	Transportation Provider (Title XIX) Case Files	D
	This series is used for reference and fiscal support purposes. The series documents the enrollment of each Title XIX Medical Transportation provider and subsequent services rendered. Records consist of a copy of the enrollment form "Medicaid Transportation-Individual Provider Only," an agreement statement, a computer generated letter of notification that reflects the assigned enrollment number, and all medical transportation invoices.	
	Retention:	
	Agency: 4 years after termination of participation; destroy	
214-0110	Volunteer Services Monthly Report	D
	This series is used to document all volunteer services offered to clients in each respective program area during a given month. The series consists of the form "Volunteer Services Monthly Report" which lists the types of volunteer services offered, clients served, individual and total volunteer hours, total cash contributions, estimated value of contributions, month, and respective county.	
	Retention:	
	Agency: 2 years; destroy	
214-0111	Food Stamp Notice of Change Files	D
	This series is used for reference on changes in the status of clients receiving food stamps. The series consists of a form entitled "Food Stamp Notice of Change" that reflects information such as the client's name, number codes, client's address, certification dates, amounts of income, care costs, shelter costs, and utility costs. Also included in the file are computer printouts reflecting information entered into the computer system.	
	Retention:	
	Agency: 4 years; destroy	
214-0112	Work Incentive Program Statistical Reports (WIN)	D
	This series is used to report to the state office statistical data on county Work Incentive Program activities accomplished during the reporting period. The series consists of copies of reports which contain information concerning monthly WIN follow-up contacts made by the worker, initial certification activity of WIN/SAU workers, and appraisal and certification levels for the Separate Administrative Unit (SAU). Also included in the series are additional quarterly reports such as WIN Monthly Program Activity Summary and yearly WIN plans completed with the County Employment Office. These reports contain information such as program objectives, WIN activity levels, projected goals, number of WIN clients that were registered, amount of money saved, and any other statistical data or reports concerning WIN program activities in the county.	
	Retention:	
	Agency: 2 years; destroy	

Department of Social Services Records Schedule

County Departments

214-0113

Coupon Book Inventory Files

D

This series is used to document receipt and issuance of food stamp coupons. The series consists of a monthly "Coupon Book Inventory Record" which accounts for books received, distributed, and the balance on hand. The series may also include requisitions for food stamp coupons which are used in ordering additional coupon books from the Food and Nutrition Service of the U.S. Department of Agriculture.

Retention:

Agency: 4 years; destroy

Department of Social Services Records Schedule

Administrative

214-0114 **Meeting Minutes (Executive Levels)** A

Used to document the meetings of an agency's executive staff which includes the director, the deputy director, and the division directors. Information includes agenda, place, date, list of attendees, and a summary of discussions and decisions. Also included are informational attachments which are closely related to the meeting minutes.

Retention:

Agency: 3 years

State Archives: PERMANENT

214-0115 **Administrative Correspondence Files (Executive Levels)** A

Correspondence is related to the administration of an agency or division. Communications concern coordination of programs, agency policy, and responsibilities of a non-routine nature that impact on the agency or its divisions. These letters are usually found at the agency director, deputy director and division director levels.

Retention:

Agency: 3 years after fiscal year

State Archives: Selection of needed documentation; PERMANENT

214-0116 **Administrative Files (Executive Levels)** A

Document actions of an agency director, deputy director and division directors. Information includes memoranda and reports concerning agency policy, organizational and program development records, non-routine fiscal data, personnel information and related notes. These records reflect administration of policy, coordination of agency functions, and management of program activity.

Retention:

Agency: 3 years after fiscal year

State Archives: Selection of needed documentation; PERMANENT

214-0117 **Administrative Regulation Background Files** A

Used for the general operation of agency programs. Information includes regulations; instructions; other issuances that establish methods to administer an agency's mission, functions, and responsibilities; and other related information.

Retention:

Agency: Until superseded

State Archives: Selection of needed documentation; PERMANENT

Department of Social Services Records Schedule

Administrative

214-0118 **Agency Annual Reports** A

Published report of agency activities made annually to the General Assembly. Information includes financial summaries, objectives, goals, and other data concerning the agency during the fiscal year. Most annual reports contain an organizational chart, along with brief narratives, and statistical information concerning each major section and division of the agency.

Retention:

Agency: Until no longer needed for reference

State Archives: PERMANENT

214-0119 **Agency Organizational Charts** A

Reflect the organizational structure of the agency and its divisions. Information includes a diagram which shows a systematic and symbolic arrangement of an agency's divisions and program areas by name and function.

Retention:

Agency: Until no longer needed for reference

State Archives: Selection of needed documentation; PERMANENT

214-0120 **Internal Management Policy and Procedure Files** A

Policies, procedural directives and manuals developed by the agency to govern its internal management functions such as payroll, procurement, personnel administration, equipment inventory, and other internal management matters.

Retention:

Agency: Until superseded, updated, or no longer needed for reference

State Archives: Selection of needed documentation; PERMANENT

214-0121 **Legislative Reference File** A

Records pertaining to bills, prospective legislation and laws. Information includes bill and supporting material concerning proposed legislation such as newspaper clippings, reports, and correspondence. The series also includes copies of approved legislation.

Retention:

Agency: Until no longer needed for reference

State Archives: Selection of needed documentation; PERMANENT

Department of Social Services Records Schedule

Administrative

214-0122

Litigation Case Files

A

Document judicial proceedings which involve the agency. Files include some or all of the following documents: affidavits, summons and complaints, responses, orders of dismissals, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings, orders, court decisions, and related information. Portions of this series are scheduled for permanent retention by the State Archives through the Attorney General's office. Court records in this series are also available in the court having jurisdiction over these cases.

Retention:

Agency: 6 years after the case is closed

State Archives: Selection of needed documentation; PERMANENT

214-0123

Meeting Minutes (Boards and Commissions of State Agencies)

A

Records of official proceedings of state agency governing bodies. Information includes agenda, date, place, list of attendees, and a summary of discussion and decisions. Official minutes also include all informational attachments such as reports, surveys, proposals, studies and charts distributed to members for discussion, and for use in making decisions on agency policy, planning and administrative matters.

Retention:

Agency: 3 years

State Archives: PERMANENT

214-0124

Permanent Improvement Files

A

Files concern construction of and permanent improvements to the agency's facilities. Information includes project proposal, capital improvement requests, authorizations to execute construction contracts, cost estimates, construction contracts, related memoranda, correspondence, blueprints, and specifications. Records created after 1980 may be destroyed after the project is complete and no longer needed for reference.

Retention:

Agency: Pre-1980: Until completion of construction project and no longer needed for reference.
1980-on: Until completion of construction project and no longer needed for reference; destroy

State Archives: Pre-1980: Selection of needed documentation; PERMANENT

Department of Social Services Records Schedule

Administrative

214-0125	Photographs	A
	Photographic proofs and negatives of agency activities. Photographs may include identification according to time, place, and agency activity.	
	Retention:	
	Agency:	Until no longer needed for reference
	State Archives:	Selection of needed documentation; PERMANENT
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214-0126	Speeches (Executive Levels)	A
	Drafts and final copies of speeches given by an agency director, deputy director and division directors. Speeches may concern policy issues, strategic planning, legislation concerning the agency, and other related topics.	
	Retention:	
	Agency:	Until no longer needed for reference
	State Archives:	Selection of needed documentation; PERMANENT
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214-0127	Surveys/Maps	A
	Developed by an agency to carry out its mission and function. Information concerns roads, boundaries, property lines, corners, monuments, road marker placements, structures, sites, and other related data.	
	Retention:	
	Agency:	Until no longer needed for reference
	State Archives:	Selection of needed documentation; PERMANENT
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214-0128	County Department's Annual Reports (Official Record Copy)	A
	This series is used to retain the official record copy of each county department's Annual Report. The reports are prepared and submitted at the close of each fiscal year. These reports consist of explanatory narrative comments concerning the respective county department's activities and include financial schedules prepared to reflect the receipt and expenditure of funds by programs administered by the county during the report period.	
	Retention:	
	Agency:	15 years
	State Archives:	PERMANENT
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Department of Social Services Records Schedule

Administrative

214-0271

Agency Website Snapshot

A

A snapshot is a point-in-time capture of the content, presentation, and functionality of the Department's website. The intent of the snapshot is to capture web published information on agency programs including images, documents, text, formatting code, etc. but not pages external to the site. The snapshot will create and maintain a digital record that is as full and complete as possible for a given point in time. A snapshot is not a back-up copy; rather, it is a digital record that will be readable on other platforms. Snapshots shall be taken annually and whenever a major change is made to the website.

Retention:

State Archives: PERMANENT

214-0129

Appeals Files

D

These records document the hearings held when a social service recipient appeals a change in the status of assistance being received. The series is numbered for reference and includes all documents concerning the plaintiff's appeal, the county's summary of their position concerning the appeal, copies of evidence submitted at the hearing, a summary of hearing proceedings and recommendations, the decision of the appeals board, and other related correspondence.

Retention:

Agency: 3 years

State Records Center: 8 years; destroy

214-0130

Time Study Schedule Files

D

This series is used to provide a measurement of time spent on each program or series covered under Section 1130 of the Social Security Act, as amended. These records also provide the basis of allocation for the department's administrative expenses that are chargeable to the Federal Government under Section 1130 of the Social Security Act. Information contained in this series reflects the amount of time spent on exempt services and other than exempt services, time chargeable to current applicants and recipients, and to former and potential recipients.

Retention:

Agency: 1 year

State Records Center: 4 years; destroy

Department of Social Services Records Schedule

Administrative

214-0131

Quality Control Schedule Files

D

This series is used in the review of cases for quality control sampling of social service programs such as Food Stamps, Medicaid, and Aid to Families With Dependent Children to determine adequacy and corrections of agency implementation and procedures in accordance with federal guidelines. The series consists of a fact sheet reflecting client information, and a worksheet used for field investigations and analysis by the control staff. A computer printed listing, prepared monthly, is included and reflects name of recipient, county number, category code, assigned case number, amount of award, and payroll period. Lists are prepared separately for each specific assistance program. Control sheets containing the disposition of each completed case during the sample period are included as well as documentary evidence to support quality control decisions and findings and other related correspondence. This series is filed by assigned case number.

Retention:

Agency: 1 year

State Records Center: 4 years; destroy

214-0132

Legal Files (Active and Inactive)

D

This series is used to record legal files (active and inactive) of matters brought by staff attorneys on behalf of children and adults under the protective statutes which apply to them. Included in the files are copies of all legal pleadings in that case, which include court orders, and the social summaries and investigative reports giving rise to the legal actions.

Retention:

Agency: 3 years after case is closed

State Records Center: 3 years; destroy

214-0133

Monthly Work Papers Files

D

Used to prepare reports and research studies and to consolidate statistical data from the Monthly Public Assistance Statistical Report. This series includes county names and number, program activities and totals, and copies of the "State Statistical Reports."

Retention:

Agency: 5 years

State Records Center: 5 years, destroy

Department of Social Services Records Schedule

Administrative

214-0134 **Provider Contracts** D

Consist of the official copies of contracts between the agency and providers of services to clients throughout the state. Files include proposals submitted by providers, amendments, meeting reports, reimbursement records, and related correspondence.

Retention:

Agency: 2 years

State Records Center: 4 years; destroy

214-0135 **Audit Report Supporting Documents Files (Internal)** D

Used to record agency audits of operations and programs that are in compliance with state and federal fiscal regulations. This series includes audits conducted on such areas as administrative expenses of county offices; agency equipment inventories; efficiency of food stamp operations; distribution of administrative costs; and specific internal areas as designated and requested by the Commissioner. This series consists of work papers, copy of final audit report and may include copies of related fiscal material such as federal audits of food stamp activities.

Retention:

Agency: 2 years after becoming inactive

State Records Center: 5 years; destroy

214-0136 **Investigation Case Files** D

This series is used to document investigations concerning alleged fraudulent activities by clients, providers, or employees of the Department of Social Services. This series reflects the initiation and the progress on each case. It includes any supporting agency material, the collection of additional evidence, and the closure of the case by the division or by judicial action. These records include initial complaint form; copy of acknowledgement letter to source of complaint; requests for case files; case files and related material from the county office; sworn statements from subject and other involved persons; verification of subject's signature; copies of any subpoenas required; indictments or arrest warrants, when applicable; statements to finance on amount of funds proven as owed to the agency; and appropriate closure forms. Also included are activity forms completed by the agency, such as Case Status Sheet, Administrative Worksheet, and Progress of Investigation Report.

Retention:

Agency: 3 years after case is closed

State Records Center: 7 years; destroy

Department of Social Services Records Schedule

Administrative

214-0137	Annual Accountability Reports	D
Used to determine whether an agency is effectively achieving its legislative mission and program objectives. This record series is prepared by all state agencies and submitted to the Budget and Control Board for distribution to the General Assembly and the Governor's Office. Information includes an agency's mission statement, program objectives, work performance measurement data, analysis of program cost allocations, and other related information. The record copy of this series is scheduled for permanent retention by the State Archives through the State Budget and Control Board's Office of Budget.		
Retention:		
Agency: Until no longer needed for reference; destroy		
214-0138	Meeting Minutes (Non-Executive Levels)	D
Used to document the meetings of agency staff below the agency director, deputy director, and the division director levels. Meetings may also include non-agency attendees. Information includes agenda, location, date, list of attendees, attachments, and a summary of discussions and decisions.		
Retention:		
Agency: 2 years; destroy		
214-0139	Contracts	D
Used to document the contractual relationship between agencies and service providers. Information includes the contract with description of the services to be provided, dates of the contract, signatures, and correspondence.		
Retention:		
Agency: 3 years after cancellation or expiration of the contract; destroy		
214-0140	Administrative Reference Files (Non-Executive Levels)	D
Routine office management files retained below the agency director, deputy director and division director levels. Included are memoranda, reports, printed matter and other reference materials. Topics include: job activities, program material, general office information, professional associations, charitable affairs, parking for staff, disaster preparedness, and other related topics.		
Retention:		
Agency: Until no longer needed for reference; destroy		

Department of Social Services Records Schedule

Administrative

214-0141	Attorney General Opinions	D
	Official opinions issued by the Attorney General or his assistants. These are legal interpretations written upon request of an agency to guide in enforcing and obeying the law. Also included is related correspondence. The record copy of this series is scheduled for permanent retention by the State Archives through the Attorney General's Office.	
	Retention:	
	Agency:	Until superseded and no longer needed for reference; destroy
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214-0142	Calendars	D
	Used to keep track of work-related events and commitments of agency staff members. Information includes daily appointment books, calendars, and other records indicating dates for meetings and work activities.	
	Retention:	
	Agency:	Until no longer needed for reference; destroy
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214-0143	Computer Utilization Summaries	D
	Generated to determine staff use of an agency's computer systems. Information details the total time the system is used, amount of individual staff time the system is used, and total time work stations are used (including job queue and printers).	
	Retention:	
	Agency:	3 years; destroy
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214-0144	Conferences, Workshops, And Seminars (Agency Sponsored)	D
	Files concerning each conference, workshop or seminar sponsored by the agency. Information includes registration material, letters, brochures, lists of restaurants, hotel listings, and other related information.	
	Retention:	
	Agency:	Until no longer needed for reference; destroy
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Department of Social Services Records Schedule

Administrative

214-0145 **Deeds and Leases to State Property Files** D

Document deeds and leases to real property owned or used by the state. Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, lease agreements, and related correspondence. The record copies of deeds and leases are scheduled for permanent retention by the State Archives through the State Budget and Control Board's Office of General Services.

Retention:

Agency: Until property is sold, disposed of, or relinquished, and is no longer needed for reference; destroy

214-0146 **General correspondence (Non-Executive Levels)** D

Routine correspondence created or retained below the levels of agency director, deputy director and division director. Letters and memoranda reflect communications regarding program procedures, general work activities, and responses to information requests.

Retention:

Agency: Until no longer needed for reference; destroy

214-0147 **Information Technology Plans** D

Prepared by state agencies outlining their anticipated needs for information technology. Plans reflect information requirements, equipment needs, service specifications, cost, and technology purchase requests. The record copy of this series is scheduled for permanent retention by the State Archives through the State Budget and Control Board's Office of Research and Statistics.

Retention:

Agency: 3 years; destroy

214-0148 **Mailing Lists** D

Used to record the names and addresses of clients and other persons with whom the agency has regular contact. Information includes mailing lists, and registers concerning employees, officials, and constituents with whom agency staff communicate regularly.

Retention:

Agency: Until superseded; destroy

Department of Social Services Records Schedule

Administrative

214-0149	Motor Vehicle Insurance	D
	Record of motor vehicle insurance retained by an agency. It includes insurance policies which list effective policy dates, amounts of coverage, number of vehicles covered, and rate. Also included are notes, correspondence and other related information.	
	Retention:	
	Agency:	1 year and until renewal of insurance policy; destroy
<hr/>		
214-0150	Motor Vehicle Operations and Maintenance Files	D
	Files of motor vehicle operations and maintenance. Included are requests for state vehicles, vehicles inspection/use reports, motor vehicle accident reports, motor vehicle inventories, and other related information.	
	Retention:	
	Agency:	3 years; destroy
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214-0151	Property Inventories	D
	Itemized lists of fixed assets (except land and buildings) completed by state agencies. Information includes inventories of equipment, furniture, and other similar property.	
	Retention:	
	Agency:	3 years; destroy
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214-0152	Disaster/Emergency Preparedness and Recovery Plans	D
	Document the plans for protection and reestablishment of agency services and equipment in case of disaster. Information includes plan, procedures, checklists, and emergency phone numbers, and addresses.	
	Retention:	
	Agency:	Until superseded by revised plan; destroy
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Department of Social Services Records Schedule

Administrative

214-0153 **Records Management Files** D

Files related to an agency's records management program. Included are records retention schedules, guidelines, information concerning records inventory and scheduling, records transfers, microfilm applications, disposal notices, and other related data.

Retention:

Agency: Until superseded and no longer needed for reference; destroy

214-0154 **Speeches (Non-Executive Levels)** D

Drafts and final copies of speeches given by employees below the agency director, deputy director and division directors' level. Speeches concern program procedure, work activities, and related topics.

Retention:

Agency: Until no longer needed for reference; destroy

214-0155 **Telephone Logs** D

Listing of telephone calls made by agency personnel for a particular time period. Logs reflect date, time, caller, recipient of call, and nature of business discussed.

Retention:

Agency: 3 years and until reconciliation of telephone billing; destroy

214-0156 **Work Reports** D

Reports of work activities performed by personnel carrying out regular or special duties. Series does not include published project reports or reports to the Governor or General Assembly. These documents reflect dates, person responsible for report, and a running account of activities performed.

Retention:

Agency: 2 years or until summarized or superseded; destroy

Department of Social Services Records Schedule

Financial Services

214-0157 **Reconciliations** D

Used monthly to reconcile an agency's record of internal accounting balances with recorded accounting balances from the Comptroller General's Office and the State Treasurer's Office. Information includes cash, expenditure and revenue account balances by mini code, subfund and/or object code; Statewide Accounting and Reporting System data; cash, investment and debt account balances at the State Treasurer's Office, if applicable; an explanation of exceptions or discrepancies; and related information.

Retention:

Agency: 3 years; destroy

214-0158 **Schedule of Federal Financial Assistance** D

Used annually to report the federal financial activity of a state agency to the State Auditor's Office. The State Auditor's Office uses this information to prepare the Statewide Schedule of Expenditure of Federal Awards. Information includes title of federal program or grant, project and phase code, grant number, starting fund balance, receipts, expenditures, other additions, other deductions and ending balance.

Retention:

Agency: 3 years; destroy

214-0159 **Sole Source Procurement File** D

Used to document procurements made when there is only one source for the required supply, service or construction item. This file contains Justification for Sole Source Procurement, Record of Sole Source Contracts, and Quarterly Reports of procurement actions. Information includes type of procurement, the basis for sole source determination, the reason no other vendor is suitable, date, name of governmental body, authorized signature and title. Also included is the purchase order number, item description, commodity code, dollar amount, each contractor's name, the amount and type of each contract, and a listing of supplies, services, or construction procured under each contract. Copies of quarterly reports concerning procurement actions are scheduled to be retained for five years by the State Budget and Control Board's chief procurement officers.

Retention:

Agency: 3 years; destroy

214-0160 **Trade-In Document File** D

Used to document trade-in sale transactions which reflect property that is traded-in as partial or full payment for an agency purchase. This file contains Request for Trade-In Document and Record of Trade-In Sales. Information includes agency's name, address, requestor's name, location of property, agency contact person for viewing property, indication whether trade-in is being applied to sole source and new purchase. Also included are commodity code, description, purchase date, make, model-serial number, trade-in value, net cost, new item, purchase order number and related information.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

Financial Services

214-0161	Accounts Receivable Journal	D
	Used to keep track of receipts and basic revenue for all agency accounts. Information includes: account number, batch date, invoice number, date, control number type, payment date, invoice, debits, credits, and other related data.	
	Retention:	
	Agency: 3 years; destroy	
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214-0162	Appropriation Transfer	D
	Authorization for the transfer of administrative and/or program funds between different programs, funds, subfunds, and objects of expenditure within the agency. Information includes agency number, agency batch number, object code, credited to, debited from, reason for transfer, requested by, date, and signature of State Budget Analyst. Accounting transactions have been captured in the Statewide Accounting and Reporting System of the Comptroller General's Office. Selected records generated by this system are scheduled to be retained permanently in the State Archives through the Comptroller General's Office.	
	Retention:	
	Agency: 3 years; destroy	
<hr/>		
214-0163	Bank Deposits	D
	Document the deposit of funds into agency bank accounts. Included in the series are bank deposit forms, deposit slips, or receipts. Information may also include State Treasurer's Receipt and letter of credit for recording federal deposits.	
	Retention:	
	Agency: 3 years; destroy	
<hr/>		
214-0164	Budget Publications	D
	Reflect various phases in the development and approval of the state's annual budget. Information includes the South Carolina State Budget as submitted by the State Budget and Control Board, General Appropriations Bill(s), Analysis of Change documents, appropriation summaries, Appropriations Act, and other related information. Budget information is contained in the Annual Appropriations Act, a copy of which is being retained permanently by the State Archives.	
	Retention:	
	Agency: 3 years; destroy	

Department of Social Services Records Schedule

Financial Services

214-0166	Cash Receipts File and Journal	D
	Cash receipts received by an agency from customers for the sale of services and commodities. Also included is the Cash Receipts Journal. Cash receipts reflect amount of sale, description of services or items sold, amount of money received, and sale date. The Cash Receipts Journal reflects date, sale description, purchase authorization number, and voucher/receipt number.	
	Retention:	
	Agency: 3 years; destroy	
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214-0167	Chart of Accounts	D
	Records of accounts received from the Comptroller General's Office which lists line item accounts contained in the Annual Appropriations Act. Also included is the Preliminary Chart of Accounts which lists account titles, program number, mini-code, subfund, object code, and amount of final appropriation. The record copy of this series is retained in the Comptroller General's Office, as scheduled.	
	Retention:	
	Agency: 3 years; destroy	
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214-0168	Contingency Check Register	D
	Agencies' list of all checks that are payable for travel and vendor expenses. Information includes payee, department number, account number, transaction code, warrant number, warrant amount, check number, and check amount.	
	Retention:	
	Agency: 3 years; destroy	
<hr/>		
214-0169	Detail Budget	D
	Prepared by an agency during the first phase of the budget process to reflect all revisions necessary to balance budget allocations, as submitted to the Budget Division of the State Budget and Control Board. Information includes program level, budget code, detail of expenditure, fiscal year, actual total funds, operating budget, estimated total funds, appropriated general funds, estimated federal funds, estimated earmarked funds, and estimated restricted funds. Budget information is contained in the Annual Appropriations Act, a copy of which is being retained permanently in the State Archives.	
	Retention:	
	Agency: 3 years; destroy	

Department of Social Services Records Schedule

Financial Services

214-0170 **Disbursement Journal** D

A listing of disbursement vouchers prepared by the agency to authorize payment of expenses incurred. Information includes voucher number, date, amount of disbursement, and to whom payment was made.

Retention:

Agency: 3 years; destroy

214-0172 **External Procedure Manuals** D

Guidelines used by state agencies to report financial transactions. Examples include Comptroller General's Generally Accepted Accounting Principles (GAAP) Closing Procedures Manual, Policies and Procedures of the State Comptroller General; Budget and Control Board's Budget Request Manual, Detail Budget Preparation Manual, State Procurement/Information Technology State Terms Contract Manual, and Information Technology Contact Catalogue.

Retention:

Agency: Until updated, superseded, or no longer needed for reference; destroy

214-0173 **General & Subsidiary Ledgers** D

One or more series of computer or non-computer generated financial ledgers providing final year-to-date summary accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all agency funds and accounts, including receipts and expenditures from all revenue sources, both public and private. Electronic records include annual accounting code data and computer system documentation needed to access accounting information. Since fiscal year 1981, accounting transactions have been captured in the Statewide Accounting and Reporting Systems of the Comptroller General's Office. Selected records generated by this centralized accounting and reporting system are scheduled to be retained permanently in the State Archives through the Comptroller General's Office. Ledgers created in or after fiscal year 1980-81: destroy.

Retention:

Agency: Ledgers created after FY 1980/1981: 3 years; destroy

State Archives: Ledgers created in or before FY 1980/1981: PERMANENT

Department of Social Services Records Schedule

Financial Services

214-0174 **Generally Accepted Accounting Principles (GAAP)
Closing Packages** D

Closing packages consist of GAAP forms submitted annually to the Comptroller General's Office to indicate year end adjustments for GAAP reporting. Information includes annual financial statement, the agency's name, due dates, purpose or objective, area of accounting data, any action to be taken, description, and dollar amount. Selected portions of this series are scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years; destroy

214-0175 **Generally Accepted Accounting Principles (GAAP)
Reporting System Working Papers** D

Working papers consist of notes, working drafts and copies of GAAP forms used to support all entries in an agency's closing package for GAAP reporting. Information includes date, computations, analysis, justifications, recommended adjustments for GAAP reporting, and other related information.

Retention:

Agency: 3 years; destroy

214-0176 **Information Technology (IT) Plans and Requests Files** D

Copies of IT Plans submitted by state agencies and institutions outlining their anticipated information technology needs, and requests from state agencies and institutions concerning information technology items not covered in the Annual IT Plan. The plans are submitted on an annual basis and when approved, provide agencies and institutions with authority to request the procurement of information technology systems. The present plan includes executive summary, application, technical (equipment) descriptions and training requirements, organizational, budget summary and other related information. The requests include the technology request form and purchase requisition for the item(s). Also included in this series are related cover letters, comments by designated parties, and approval or disapproval decisions. Selected portions of this series are scheduled to be retained permanently in the State Archives through the State Budget and Control Board, Division of Research and Statistical Services.

Retention:

Agency: Until no longer needed for reference; destroy

214-0177 **Insurance Policies Files** D

Document agency insurance policies and related correspondence and memoranda. Policies concern group hospital insurance, automobile liability, fire and extended coverage, and tort liability. Contents include endorsements from the Insurance Reserve Fund, renewals, changes, copies of policies, correspondence, information from insurance seminars, and a listing of office contents and their values.

Retention:

Agency: Until no longer needed for reference; destroy

Department of Social Services Records Schedule

Financial Services

214-0178 **Interdepartmental Transfer (IDT) Credit Invoices** D

Prepared by an agency to bill another state agency for services rendered. Also used to record transfers of funds between state government agencies. Information includes name of agency, mailing address, city, code number, month, year, date, itemization of payments, adjustments, total, invoice number, fiscal year, from department credit to division, warrant numbers and date, organizational number, account number, account title, fiscal year, transaction code, and amount.

Retention:

Agency: 3 years; destroy

214-0179 **Interdepartmental Transfer (IDT) Vouchers** D

Prepared and used by an agency to request transfer of funds to another agency to pay for services rendered. Information includes voucher number, date, payee, charged to, warrant number and date, authorization, official title of person authorizing payment, organizational number, fiscal year, account number, account with, transaction code, amount charged, and total amount charged. Accounting transactions have been captured in the Statewide Accounting and Reporting System of the Comptroller General's Office. Selected records generated by this system are scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years; destroy

214-0180 **Journal Vouchers** D

Used to make any adjustments or corrections to accounting records for the agency. Information includes month, day, year, journal entry number, account number, department, fund, class, debit, credit, remarks, total, requested by, and authorized signature. Accounting transactions have been captured in the Statewide Accounting and Reporting System of the Comptroller General's Office. Selected records generated by this system are scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years; destroy

214-0181 **Mail Receipts** D

Document registered and certified mail receipts received by an agency. Registered mail receipts reflect the following information: number of articles, addressee address, receipt date, values, surcharges, and total number of pieces listed and received. Certified mail receipts indicate type of service, whether delivery is restricted, addresses, certification number, insured number, date postmarked, and signature.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

Financial Services

214-0182 **Purchase Orders/Requisitions** D

Official copies of purchase orders/requisitions used by state agencies to authorize the purchase of supplies, equipment, and services. Included are Purchase Orders, Purchasing Requisitions, and related invoices. Accounting transactions have been captured in the Statewide Accounting and Reporting System of the Comptroller General's Office. Selected records generated by this system are scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years; destroy

214-0183 **Receipt Books** D

Record of funds received directly from patrons and applicants in payment of such expenses as billable services for patrons, licensing fees, examination charges, and other fees for which the agency receives payment. Information includes receipt date, receipt number, receipt of, amount of payment, and account name and/or account number.

Retention:

Agency: 3 years; destroy

214-0184 **Emergency Procurement File** D

Used to document the purchase of authorized emergency procurements. This file contains a Justification for Emergency Procurement, a Record of Emergency Contracts, and quarterly reports of procurement actions. Information includes type of emergency procurement, name of vendor, the basis for the emergency determination, date, the reason no other vendor is suitable, name of governmental body, and authorized signature. Also included are purchase order number, date, item description, commodity code and dollar amount, each contractor's name, the amount and type of each contract, and a listing of supplies, services, or construction procured under each contract. Copies of quarterly reports concerning procurement actions are scheduled to be retained for five years by the State Budget and Control Board's chief procurement officers.

Retention:

Agency: 3 years; destroy

214-0185 **Small and Minority Business Reporting File** D

Reports prepared quarterly by an agency and used to ensure that businesses owned and operated by minorities are afforded the opportunity to fully participate in the overall procurement process of the state. Information includes Budget Expenditure-Construction/Renovation Information Forms and Procurement Information Forms.

Retention:

Agency: 5 years after becoming inactive; destroy

Department of Social Services Records Schedule

Financial Services

214-0186 **State of South Carolina Comprehensive Annual
Financial Report** D

Agency copies of published reports generated by the Comptroller General's Office and used to provide a comprehensive analysis of the financial activities and fiscal status of state government during the reporting period (fiscal year). Information contained in the report includes an introductory section, general purpose financial statements (overview), and a section titled Combining Financial Statements which includes information on special revenue funds, internal service funds, and fiduciary funds. Also included in the report is a statistical section which contains information concerning state expenditures, revenues, income and sales tax rates, demographic statistics, and net general obligation bonds and notes per capita. The report is generated annually for the fiscal year according to generally accepted accounting principles and distributed by the Comptroller General's Office. Copies of this series are scheduled to be retained permanently by the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years; destroy

214-0187 **Statewide Accounting and Reporting System (STARS)
Financial Reports** D

Generated by the Comptroller General's Office to record the STARS financial transactions of the agency. Examples of the reports include Appropriation Balances, General Fund Control and Cash Status Report, Agency Transaction Register, Appropriation Transaction Detail, Analysis of Expenditures by Minor Object (Program Level and Agency Wide), Summary of Expenditures (By Program and By Fund) and other related reports. Information in this series may be generated daily, weekly, monthly, and annually. Portions of this record series are scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: Daily & weekly reports: 1 month; destroy.
Monthly & annual reports: 3 years; destroy.

214-0188 **Surplus Property Disposal Reports** D

Filed by an agency with the State Budget and Control Board, Division of General Services, Materials Management Office, regarding surplus property. Information includes date acquired, cost, property category, description, manufacturer's identification number, and agency identification number.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

Financial Services

214-0189 **Transmittal Control Sheet** D

Prepared by agency to serve as a cover sheet for batches of documents sent to the Comptroller General's Office for processing. Information includes agency name and number, date, batch number, batch amount, batch type, payee names, and total value.

Retention:

Agency: 3 years; destroy

214-0190 **Travel Vouchers** D

Vouchers prepared by an agency to claim reimbursement for employee travel expenses. Information includes name, address, social security number, agency and amount to be reimbursed. Accounting transactions have been captured in the Statewide Accounting and Reporting System of the Comptroller General's Office. Selected records generated by this system are scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years; destroy

214-0191 **Vehicle Files** D

Document purchase, ownership, insurance, and maintenance of all vehicles of an agency. Information includes purchase requisitions, purchase orders, vehicle specifications, bid requests, and other documents.

Retention:

Agency: 3 years after disposition of vehicle; destroy

214-0192 **Vehicle Trip Logs** D

Logs completed by agencies to monitor mileage traveled in state vehicles. Information includes agency name, driver name, beginning and ending odometer readings, and comments concerning problems with vehicle.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

Financial Services

214-0193 **Vendor Code Requests** D

Forms prepared by an agency to request a vendor code from the State Budget and Control Board, Division of General Services, when the agency wants to purchase goods or services from a vendor not presently listed in the state purchasing system. Information includes vendor name, address, and new number (assigned by the Division of General Services, State Procurement).

Retention:

Agency: Until superseded, updated, or no longer needed for reference; destroy

214-0194 **Vendor/Commodity Code Listing Books** D

Books concerning master code listings of vendors and commodities, listed in the state purchasing system. Information includes vendor name, address, and code number. The commodity book lists commodity description, unit of measurement, and code number.

Retention:

Agency: 3 years; destroy

214-0195 **Warranties and Service Agreements** D

Document service and maintenance costs on agency equipment. Information includes equipment service contract, records of service performed on equipment, costs, and related correspondence and memoranda.

Retention:

Agency: 3 years after termination of agreement; destroy

214-0196 **Electronic Funds Transfer Authorizations** D

Authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. Information includes employee name, name of financial institution; copy of deposit slip and other related information.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

Financial Services

214-0197 **Employer Contribution Reports** D

Created by the South Carolina Employment Security Commission and used to verify earnings of the agency's employees. Information includes name and address of the employer, number of persons employed during the quarter, how remittance is paid, number of places of business in South Carolina covered by the report and signature, title, date of individual filling out the report, and other documents concerning taxable and non-taxable wages of employees. Copies of this series are retained in the Employment Security Commission, as scheduled.

Retention:

Agency: 3 years; destroy

214-0198 **Health Dental and Optional Life Insurance Reports** D

Generated by the State Budget and Control Board, Division of Insurance Services, to reconcile the monthly health, dental, and optional life insurance bills of the agency. Information includes agency name, address, group identification number, billing period, subscriber count, premium amount (employer/employee shares), source of funds, premium due, and other related information. Copies of this series are retained in the State Budget and Control Board, Division of Insurance Services, as scheduled.

Retention:

Agency: 3 years; destroy

214-0199 **Payroll Adjustment Forms** D

Forms authorize the agency to deduct money from employee wages. Information includes name, social security number, amount, description of deduction, payroll period beginning date, and other related information. Payroll information is summarized in the Payroll Warrant Register, which is scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years after termination of employment or cancellation of the authorization; destroy

214-0200 **Payroll Check Register** D

Generated by the State Treasurer's Office, and used to record the agency's payroll disbursements. Information includes employee name, social security number, agency number, check number, and other related information. Copies of this series are retained in the State Treasurer's Office, as scheduled.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

Financial Services

214-0201	Payroll Deductions	D
	Deduction records generated by the Comptroller General's Office and used by a state agency to reference types and amounts of deductions from paychecks. Information includes agency name, employee name, type of deduction, amount, and other related information. Payroll information is summarized in the Payroll Warrant Register, which is scheduled to be retained permanently in the State Archives through the Comptroller General's Office.	
	Retention:	
	Agency: 3 years; destroy	
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214-0202	Payroll List by Section	D
	Payroll list for referencing each agency section. Information includes section, employee name, gross pay, and other related information.	
	Retention:	
	Agency: 3 years; destroy	
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214-0203	Payroll Register (Regular)	D
	Generated by the Comptroller General's Office and used by a state agency to reference year-to-date pay and deductions from paychecks. Information includes employee name, social security number, gross pay, tax deductions, FICA, retirement, insurance, net pay, other deductions, and related information. Payroll information is summarized in the Payroll Warrant Register, which is scheduled to be retained permanently in the State Archives through the Comptroller General's Office.	
	Retention:	
	Agency: 3 years; destroy	
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214-0205	Payroll Warrant Registers	D
	Generated by the Comptroller General's Office and used by state agencies to document payroll disbursements. Information includes warrant number, mini code, object code, employee name, social security number, gross pay, tax deductions, FICA, retirement, insurance, net pay, and other related information. Record copies of this series are scheduled to be retained permanently by the State Archives through the Comptroller General's Office.	
	Retention:	
	Agency: 3 years; destroy	

Department of Social Services Records Schedule

Financial Services

214-0206 **Projected Payroll Biweekly Totals by Accounting System Breakdown** D

Used to project biweekly totals of the payroll for the agency. Information includes pay period dates, agency code number, mini code, sub fund, object code, and total amount of projected payroll expenditure from the account, and other related information. Payroll information is summarized in the Payroll Warrant Register, which is scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years; destroy

214-0207 **Social Security Reports (Unified Wage Reporting Plan by Unit)** D

Used to record social security information on employees. Information includes name, social security number, year-to-date taxable and nontaxable income, FICA, federal and state income taxes. Payroll information is summarized in the Payroll Warrant Register, which is scheduled to be retained permanently in the State Archives through the Comptroller General's Office.

Retention:

Agency: 3 years; destroy

214-0208 **Standard Retirement System Quarterly and Monthly Reports** D

Received from the State Budget and Control Board, Division of Retirement Systems, indicating employee retirement contributions. Information includes employer, employee, social security number, active member register number, non-member number, contributions, service credit, and other related information. Copies of this series are retained in the State Budget and Control Board, Division of Retirement Systems, as scheduled.

Retention:

Agency: 3 years; destroy

214-0209 **Workers' Compensation Insurance Files** D

Used to document the payment of workers' compensation insurance premiums. Information includes an interdepartmental transfer for payment of premiums; a form to the State Workers' Compensation Fund reflecting the total amount due and payment due date with attached memos; and a Workers' Compensation Insurance Quarterly Report reflecting the code, agency, source of funds, total salaries for the quarter, amount of payment due, totals, certified correct and authorizing signatures.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

Financial Services

214-0210 **General Budget Requests and Planning** D

Created by the Division of Budgeting and Cost Allocation for the administration of the budgeting system. This series is comprised of correspondence from within the agency as well as from outside elements. This correspondence includes budget-related information and requests. Also included are responses to these requests.

Retention:

Agency: 5 years

State Records Center: 8 years; destroy

214-0211 **Administrative Subsidiary Register** D

This series is used for audit and accounting purposes. It consists of bound, monthly, computer print-outs and duplicates on computer output microfilm composed of a Monthly Administrative Expense Summary Sheet and Administrative Expense Subsidiary Register. The Administrative Expense Summary summarizes the monthly financial transactions of each fund account by the type of transaction, such as payroll, postage, rent, office supplies, and computes the total monthly expenditures by the organization. The Administrative Expense Subsidiary Register itemizes the above summary listing each transaction conducted by payee and by type of transaction. The sheet lists the transaction description, organization number, fund account, transaction code, and voucher date and number.

Retention:

Agency: 10 year; destroy

214-0212 **Finance Division Monthly Report Files** D

These records are used to report to the agency director on the finances, funds, and activities of the agency, and to reflect the financial status as of the end of each month. Includes statements showing the financial condition of the agency and summaries of fiscal activities.

Retention:

Agency: 20 years

State Records Center: 10 years; destroy

214-0213 **Disbursement Voucher File** D

Used to retain the agency's record copy of State of South Carolina Disbursement Vouchers. A copy of these records is forwarded to the Comptroller General's Office as agency approval for payment. The form lists warrant number and date, voucher number and date, account title from which funds are obtained, organization and account number, transaction code, payee name, account of payment, and description of services or reasons for which payment is made. Attached to each voucher are various supporting documents such as "Travel Expense Voucher," "Special Travel Authorization," and invoices from suppliers.

Retention:

Agency: 1 year after submission of final expenditure report

State Records Center: 2 years; destroy

Department of Social Services Records Schedule

Financial Services

214-0215	Payroll Voucher Files	D
	Used to reflect the semi-monthly payroll for employees of the agency. Information includes name of agency, agency number, pay period, payroll number, name and social security number of employee, gross payroll amount, and initials.	
	Retention:	
	Agency:	2 years
	State Records Center:	3 years; destroy
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214-0216	Payroll Check Register Files	D
	Used to identify payroll checks issued to employees of the agency for each pay period. Information includes payroll date, payee's name, department number, account number, voucher number, warrant number, check number, and warrant amount.	
	Retention:	
	Agency:	2 years
	State Records Center:	3 years; destroy
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214-0217	Building Rental Agreement Files	D
	Consist of standard rental agreements between the Department of Social Services and private lessors and forms that specify service and maintenance costs in lieu of rent in public buildings. The records are used in support of claims for federal funds for expenses incurred in the service, maintenance, and depreciation of publicly-owned buildings occupied by offices of the Department of Social Services.	
	Retention:	
	Agency:	2 years after becoming superseded or terminated
	State Records Center:	4 years; destroy
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214-0218	Daily Cash Log (Title IV-D & Others)	D
	Documents funds received by the Accounts Payable Section. Information includes expenditures, cash received, checks received and total funds forwarded to the Accounts Receivable Section.	
	Retention:	
	Agency:	5 years after submission of single, quarterly, annual or final expenditure report; destroy
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Department of Social Services Records Schedule

Financial Services

214-0220	Fiscal Technical Assistance Report for County Offices	D
	Used to record recommendations resulting from on-site visits to review and provide assistance with the fiscal operations of the agency's County Offices. Information includes recommendations on accounting controls, banking activity and other local technical assistance for County Food Stamp and Aid to Families with Dependent Children programs.	
	Retention:	
	Agency:	5 years; destroy
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214-0221	Project FAIR Rebates	D
	Prepared by the agency's Budgeting Systems authorizing the Treasurer Division to process rebates to county offices for Food Stamp Programs Project Incentive payments. Information includes copies of Request for Issuance of Warrant, which reflects authorization for payment, amount, and recipient.	
	Retention:	
	Agency:	5 years from date of fiscal or administrative closure; destroy
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214-0222	Budget Working Papers	D
	This series is used to prepare the agency's annual budget and to document agency expenditures. The series consists of budget working papers reflecting information such as budget breakdowns for each agency cost center, past years' requests and supporting data. The series includes complete fiscal information and justifications for each year's agency budget. The series is filed by agency element.	
	Retention:	
	Agency:	3 years
	State Records Center:	10 years; destroy
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214-0224	Letter of Credit (State Treasurer)	D
	Verifies monies drawn from the Federal Reserve Bank for payment of grants made to the Department of Social Services for various projects. Information includes copies of bank deposit forms and backup work sheets.	
	Retention:	
	Agency:	6 years from the date of fiscal or administrative closure, destroy
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Department of Social Services Records Schedule

Human Resources

214-0225 **Personnel Policies and Procedures** A

Policies and procedures issued by the agency or the State Budget and Control Board's Office of Human Resources. Information includes employment application policy, classification and compensation plan, explanation of performance appraisal system, reduction in force procedures, grievance policies, equal employment opportunity guidelines, termination procedure, workmen's compensation plan, and other procedures issued by an agency and/or the Office of Human Resources. Portions of this series are scheduled for permanent retention by the State Archives through the State Budget and Control Board's Office of Human Resources.

Retention:

Agency: Until no longer needed for reference

State Archives: Selection of needed documentation; PERMANENT

214-0226 **Workers' Compensation Files and Claims** D

Used to document Workers' Compensation claims by agency employees with the SC Workers' Compensation Commission. This series includes both claims under the State Accident Fund and under the Federal Occupational Safety and Health Act. Contained in this series are claim forms with attached copies of medical service invoices, supporting documentation, correspondence, case or file number, date of injury or onset of illness, lost days of work, and other related information.

Retention:

Agency: 5 years following the end of the calendar year to which they relate; destroy

214-0227 **Applicant Referral Lists and Equal Employment Opportunity (EEO) Reporting Data Forms** D

Consist of listings of applicants who met the minimum requirements for a position and were considered qualified. Files include applicant's name, Social Security Number, Aid to Families with Dependent Children (AFDC) status, position number, Employment Unit evaluator's signature, and cover memorandum. The Equal Employment Opportunity Reporting Data forms are completed by applicants as part of their employment application. Information includes applicant's name, date, Social Security Number, date of birth, position applied for, race, sex, and marital status.

Retention:

Agency: 3 years from the date of the personnel action involved or the making of the record, destroy

Department of Social Services Records Schedule

Human Resources

214-0228 **Special Temporary Employment Service Files** D

This series is used to record information on individuals hired under special temporary employment programs such as Summer Employment Program, Governor's Intern Program, Casework Aide Program and Emergency Employment Act Program. This series contains employment application, Application and statement of Qualification for Merit System Examinations, Request for Personnel Action, Payroll Personnel Advice Form, and Temporary Employment Reporting Forms. This file also includes correspondence and other related documents concerning personnel matters.

Retention:

Agency: 5 years after termination

State Records Center: 15 years; destroy

214-0229 **Personnel Files (Active and Terminated)** D

Created by the Human Resources Management Division to record personnel information on all agency employees. Information includes employment applications, letters of recommendation, employee awards, resumes, performance appraisals, leave records, Employee Profile, Comptroller General's Payroll Advice, position descriptions, insurance information, dual employment information, resignation and termination records, correspondence and other related information.

Retention:

Agency: 2 years after termination

State Records Center: 18 years; destroy

214-0230 **SC Human Affairs and Equal Employment Opportunity Commission (EEOC) Action Files** D

Consist of records pertaining to employee discrimination complaints, investigations, and the agency's compliance with requirements. Files include complaints, investigative materials, responses, employee personnel records as needed or requested, legal advice, relevant Commission findings and decisions, "Right to Sue" notices, court decisions, and related correspondence.

Retention:

Agency: 5 years

State Records Center: 10 years; destroy

214-0231 **Employment Applications/Recruiting Files** D

Consist of employment applications of individuals who have applied for jobs for the agency. Information includes applicant's name, address, Social Security Number, position applied for, educational background, work experience, and supporting material such as transcripts, resumes, interview questions and notes, vacancy announcements, and referral lists. Official copies of employment applications for individuals hired by the agency are scheduled to be retained for 15 years after termination of employment.

Retention:

Agency: 3 years from the date of the personnel action involved or the making of the record; destroy

Department of Social Services Records Schedule

Human Resources

214-0232 **Position Descriptions** D

Consist of completed Position Description forms. Information includes job purpose, duties and responsibilities, classification information, position incumbent, supervisory information, Fair Labor Standards Act (FLSA) status, minimum training and experience, and other related information.

Retention:

Agency: 5 years after position is deleted, updated, or reclassified; destroy

214-0233 **Grievance Files (Active & Inactive)** D

Contain records pertaining to employee grievance complaints and investigations. Information includes copies of each grievant's original grievance filing, copies of the decisions rendered at each level of the grievance procedure, and copies of the final decision rendered by the State Employee's Grievance Committee.

Retention:

Agency: 3 years after becoming inactive

State Records Center: 7 years; destroy

214-0234 **Employer Status Reports (Unemployment Compensation)** D

Reports from an individual agency to the Employment Security Commission which are used by the Employment Security Commission to determine the liability or non-liability of agency for payment of unemployment compensation. Information includes the Employer Status Report, Notice of Liability sent to the agency from the Employment Security Commission, Notice of Contribution for the next calendar year, and related memoranda and correspondence concerning changes in agency unemployment compensation accounts and liability. The record copy of this series is scheduled by the State Archives through the Employment Security Commission.

Retention:

Agency: 6 years destroy

214-0235 **Employment Applications (Not Hired)** D

Completed employment applications and personal resumes of applicants who were not hired by agency. Information includes applicant's name, address, Social Security Number, position applied for, educational background, work experience, and other related information.

Retention:

Agency: 2 years from the date of rejection or making of the record; destroy

Department of Social Services Records Schedule

Human Resources

214-0236	Employment Data Analysis by Sex and Race	D
	A statistical breakdown of information concerning state employees by type, number, salary, and percentages of minority personnel. Information includes type of employees such as officials/administrators, professionals, technicians, office/clerical, service, maintenance, racial classifications, total work force, and work force summary.	
	Retention:	
	Agency:	2 years from the date of rejection or making of the record; destroy
<hr/>		
214-0237	Equal Employment Opportunity Report	D
	Documents the job classification and compensation of all agency personnel. Information includes class code, slot, name, Social Security Number, employee number, pay rate, state/federal funding, race and sex.	
	Retention:	
	Agency:	2 years from the date of the personnel action involved or the making of the record; destroy
<hr/>		
214-0238	Equal Employment Opportunity Reporting and Personnel Research Forms	D
	Forms completed by applicants for state employment as part of their employment application. Information includes statistics on job applicants which are reported annually to the State Human Affairs Commission. The form, which is detached from the employment application, lists the applicant's name, date, Social Security Number, date of birth, position applied for, race, sex, and marital status.	
	Retention:	
	Agency:	2 years from the date of the personnel action involved or the making of the record; destroy
<hr/>		
214-0240	Job Announcements (Vacancies)	D
	Announcements concerning job openings in state government. Information includes title of position, salary or grade range, description of job duties, closing date, and to whom applications should be directed.	
	Retention:	
	Agency:	2 years after position is filled or announcement is superseded or updated; destroy
<hr/>		

Department of Social Services Records Schedule

Human Resources

214-0241

Job Classifications

D

A listing of all job positions classified by the Office of Human Resources. Information includes position qualifications, pay grades, and duties for positions in state service. The record copy of this series is scheduled by the State Archives through the State Budget and Control Board's Office of Human Resources.

Retention:

Agency: Until termination of position; destroy

214-0242

Leave Records

D

Record of the amount of leave earned and taken by agency employees. Information includes employee's name, type of leave (annual, sick, other), service date, Social Security Number, amount of leave earned and charged, and leave balances for the period covered.

Retention:

Agency: 3 years; destroy

214-0243

Leave Slips

D

Forms completed by agency employees to request time off from work. Information includes employee's name, Social Security Number, type of leave, number of days or hours requested, date requested, and employee's signature.

Retention:

Agency: 3 years; destroy

214-0244

Personnel Administrative File

D

File concerns administration of personnel policy. Information includes correspondence, reports, memoranda, and other records regarding personnel procedures.

Retention:

Agency: Until superseded, updated, or no longer needed for reference; destroy

Department of Social Services Records Schedule

Human Resources

214-0246 **Statewide Personnel Information and Reporting System Files** D

Used to monitor employment, salary adjustment, performance reviews, terminations, and other personnel activity. Reports include: Alphabetical Listing of Employees Sequenced by Agency, Employee Name; Employee Roster Sequenced by Grade, Class Code, and Name; Temporary Employment Roster; Gross Salary Change Report; Termination Analysis, Performance Review Summary Report; Report on Salary Change Code-Merit Increase; Reviews Report-Classified Positions-Review Sequence; Vacancies Report-All Positions; and other related records.

Retention:

Agency: Until superseded or updated; destroy

214-0247 **Time and Attendance Records** D

Records concerning time worked by agency employees during a pay period. Information includes employee's name, section or organization unit, employee number, pay period, total time worked, and employee's signature.

Retention:

Agency: 3 years; destroy

214-0248 **Vacancies File** D

Documents position vacancies in agency. Information includes agency name, grade, classification title, salary range, hours worked per week, and pay rate of position.

Retention:

Agency: Until superseded or updated; destroy

214-0249 **Affirmative Action Plans and Progress Reports** D

Affirmative Action Plans prepared by state agencies and Progress Reports used by the State Human Affairs Commission to monitor the implementation of these plans. Affirmative Action Plans reflect an agency's projected policies, procedures, and practices to achieve the goal of a non-discriminatory employment system. Also included are statistics, analysis of the current and projected work force composition by race, sex, and comments. The semi-annual Progress Reports consist of updated employment data analysis by race and sex, a summary of personnel actions which reflect a breakdown of agency positions by race, sex, analysis, and comments. Also included is correspondence concerning the Affirmative Action Plans and their implementation. Portions of this series are scheduled for permanent retention by the State Archives through the State Human Affairs Commission.

Retention:

Agency: 3 years; destroy

Department of Social Services Records Schedule

Human Resources

214-0250

Log and Summary of Occupational Injuries and Illnesses

D

Record of work related injuries, illnesses, and deaths. Information includes case or file number, date of injury or onset of illness, employee's name, occupation, department, description of injury or illness, fatalities, non-fatal injuries with lost workdays, injuries without lost workdays, and other related information.

Retention:

Agency: 5 years following the end of the calendar year to which they relate; destroy

Department of Social Services Records Schedule

Information Systems and Technology

214-0251 **Automated Program Listing/Source Code** D

Program code which generates the machine language instructions used to operate an automated system, either paper or electronic.

Retention:

Agency: Until no longer needed for reference; delete or destroy

214-0252 **Computer Run and Scheduling Requests** D

Used to schedule computer runs. Information includes daily schedules, run reports, run requests, and other records documenting the successful completion of a run.

Retention:

Agency: Until no longer needed for reference; delete or destroy

214-0253 **Computer System Test Files** D

Created solely to test system or program performance, as well as related printouts and documentation.

Retention:

Agency: After user approves test results and until no longer needed for reference; delete or destroy

214-0254 **Computer Usage Files** D

Used to monitor computer system usage. Information includes electronic files or automated logs, log-in files, system usage files, data entry logs, summary computer usage reports, audit trail files, valid transaction files, and records of individual and network computer program usage.

Retention:

Agency: Until no longer needed for reference; delete or destroy

Department of Social Services Records Schedule

Information Systems and Technology

214-0255 **Data/Database Dictionary Reports** D

Periodic printouts from a data/database directory system. Information includes data element attribute reports, database scheme, and related records used for reference purposes.

Retention:

Agency: Until superseded or no longer used by agency; destroy

214-0256 **Data Processing Hardware Documentation** D

Documents the use, operation, and maintenance of an agency's data processing equipment. Information includes operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.

Retention:

Agency: Until no longer needed for reference or until hardware is disposed of; delete or destroy

214-0257 **Data Processing Subject Files** D

Used to support the administration of agency data processing services. Information includes correspondence, memoranda, reports, and reference publications.

Retention:

Agency: Until superseded or no longer needed for reference; delete or destroy

214-0258 **Disaster Preparedness and Recovery Plans** D

Documents the protection and reestablishment of data processing services and equipment in case of a disaster. Information includes procedures, checklists, and emergency phone numbers and addresses.

Retention:

Agency: Until superseded by revised plan; delete or destroy

Department of Social Services Records Schedule

Information Systems and Technology

214-0259 **Downloaded and Copied Data** D

Used to distribute data to individuals or program units for reference and use. Information includes downloaded, copied, merged and/or derived data not altered or augmented to support program-specific needs.

Retention:

Agency: Until no longer needed for reference; delete or destroy

214-0260 **Finding Aids (or Indexes)** D

Used to facilitate the search and/or retrieval of electronic information/records. Information includes indexes, lists, registers, and other finding aids.

Retention:

Agency: Until no longer needed for reference or when related records are destroyed, whichever is later; delete or destroy

214-0261 **Input/Source Documents** D

Used solely as input for a digital master file or database. Also used to create, update, or modify the records in an electronic medium and not required for audit and legal purposes. Information includes non-electronic documents and/or forms, uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs.

Retention:

Agency: Until the information has been converted to an electronic medium, or when no longer needed to support the reconstruction of the master file, whichever is later; delete or destroy

214-0262 **Inventories of Circuits** D

Documents network circuits used by the agency. Information includes automated or paper records, circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit.

Retention:

Agency: Until updated, superseded, or no longer needed for reference; delete or destroy

Department of Social Services Records Schedule

Information Systems and Technology

214-0263 **Network Site/Equipment Support Files** D

Used to document support services provided to specific sites and computer to computer interfaces on a network. Information includes site visit reports, trouble reports, service histories, and related correspondence.

Retention:

Agency: Until no longer needed for reference; delete or destroy

214-0264 **Print File** D

Used to produce hard copy publications and/or printouts of tabulations, ledgers, registers, and reports. Information includes unaltered files extracted from a master file or database.

Retention:

Agency: Until no longer needed for reference; delete or destroy

214-0265 **Records of Chargebacks to Data Processing Services Users** D

Used to document and calculate costs, and bill program units for computer usage and data processing services. Information includes electronic and manual records. These records are also used for cost recovery, budgeting, or administrative purposes.

Retention:

Agency: 3 years after creation; delete or destroy

214-0266 **Security Backup File** D

Electronic file maintained to backup the master file or database in case the master file or database is damaged or inadvertently erased. Information consists of data identical in physical format to a master file or database.

Retention:

Agency: 3 database/master file backup cycles; delete or destroy

Department of Social Services Records Schedule

Information Systems and Technology

214-0267 **Summary or Extracted Data Files** D

Used to distribute data to individuals or program units for reference and use. Information consists of summary or aggregate data from a master file or database.

Retention:

Agency: Until no longer needed for reference; delete or destroy

214-0268 **System Documentation (Non-Permanent Systems)** D

Used to plan, develop, operate, and maintain electronic records and software. Information includes data systems specifications, file specifications, code books, records layouts, user guides, output specifications, system instructions, tutorials, reference guides, final reports, and other related documentation.

Retention:

Agency: Until superseded, updated, or no longer needed for reference; delete or destroy

214-0269 **System Users Access Records** D

Used by system administrators to control or monitor users' access. Information includes user account records, security logs, and password files.

Retention:

Agency: Until superseded, updated, or no longer needed for reference; delete or destroy

214-0270 **Technical Reformat File** D

Used to document information interchange of master files or databases. Information includes electronic files written with varying technical specification consisting of data copied from a master file or database.

Retention:

Agency: Until no longer needed for reference; delete or destroy

Requirements and Recommendations for Implementing the Records Retention Schedule

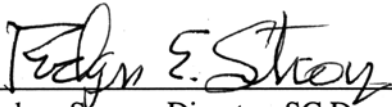
Under the *Code of Laws of South Carolina, 1976*, Section 30-1-90(D), “No records of long-term or enduring value created, including those filed, kept, or stored electronically, or those records converted from paper to magnetic, optical, film, or other media in the transaction of public business may be disposed of, destroyed, or erased without an approved records schedule.” Section 30-1-90(A) provides that agencies must assist the SCDAH in “establishing records schedules mandating a time period for the retention of each series of records.” Upon approval by the executive officer or appointed records officer of the agency and the Director of the Archives or his designee, the preceding list of agency records will constitute the official records schedule for the South Carolina Department of Social Services. This records schedule authorizes the legal disposition of the agency’s records as stipulated herein.


The Department of Social Services should make every effort to establish and maintain a quality record-keeping program through the following activities:

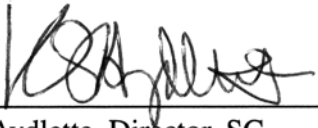
- ◆ In accordance with Section 30-1-20 of the *Code of Laws of South Carolina, 1976* as amended, the SCDAH recommends that the agency appoint a records officer with the following duties and responsibilities:
 - Ensuring the development of quality record-keeping systems that meet the business and legal needs of the agency
 - Coordinating the transfer and destruction of records
 - Ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards
 - Ensuring the regular implementation of the agency’s approved records schedule
 - Appointing individuals, as needed, to serve as records liaison officers within the agency
 - Working regularly with SCDAH staff to keep the records schedule current and to solve records management problems
- ◆ Permanent records in the agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- ◆ Destruction of temporary records, as authorized in this records schedule, should occur agency-wide on a regular basis — for example, after the completion of an audit or at the end of a fiscal or calendar year.
- ◆ In accordance with Section 30-1-90 (D) of the *Code of Laws of South Carolina, 1976*, as amended, the agency must document and report to the South Carolina Department of Archives and History (SCDAH) all records disposals that are carried out in accordance with this records schedule. Such documentation should be on forms approved by the SCDAH for that purpose.

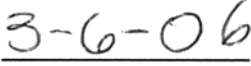
- ◆ Before destroying any public records listed in this records schedule, the agency must ensure that the records have met all applicable federal and/or state audit, legal, litigation, fiscal, and other retention requirements.
- ◆ The agency should maintain full documentation of any computerized record keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.
- ◆ In instances where the agency is maintaining copies of non-permanent records in both paper files and electronic databases (e.g. IV-D System and the paper case files of the Child Support Enforcement program) where feasible, the agency should designate the electronic copy as the official copy for record keeping purposes and dispose of the paper files when no longer needed for reference.
- ◆ The agency should adopt and apply the *Electronic Records Management Guidelines*, including the *Trustworthy Information Systems Handbook*, developed by the SCDAH for DSS and other agencies.
- ◆ The agency should work with SCDAH staff to develop procedures for capturing and preserving annual snapshots of the DSS website.
- ◆ The staff of the Department of Archives and History may examine the condition of the permanent records maintained in the custody of the agency and inspect records destruction documentation. Archives and Records Management Division analysts and archivists are available to instruct DSS staff in record schedule development and use and to otherwise assist the agency in implementing its records management program.

This record schedule was approved by:


 Rodger Stroup, Director, SC Department
 of Archives and History


 Date


 Kim Aydlette, Director, SC
 Department of Social Services


 Date

Appendix

Department of Social Services Records in the Custody of the Department of Archives and History

- ❖ 1,149 rolls of microfilm are stored in the Security microfilm vault. This includes 1120 rolls of Adoption Case Files. Film was first stored in the vault beginning in 1982. No film has been added since 2002.
- ❖ More than 248 cubic feet of archival records from the Department of Social Services are stored at the Archives. A summary list of these holdings is below:

S 214049 Dept. of Social Services.

Food stamp, aid to families with dependent children, casework management, and automated systems policy and procedure manuals

1988-1993

1.00 cubic ft.

S 214050 Dept. of Social Services.

Block grant program plan for federal fiscal year 1990

1989

0.01 cubic ft.

Commissioner

S 214007 Dept. of Social Services. Commissioner.

Correspondence with the county board members

1944-1975

3.00 cubic ft.

S 214010 Dept. of Social Services. Commissioner.

State charter investigation files

1937-1978

5.00 cubic ft.

S 214015 Dept. of Social Services. Commissioner.

Food stamp program correspondence

1984-1987

2.00 cubic ft.

S 214019 Dept. of Social Services. Commissioner.

Health and human services policy files

1937-1987

9.00 cubic ft.

S 214040 Dept. of Social Services. Commissioner.

Minutes of County Social Services Boards

1984-1994

2.49 cubic ft.

S 214042 Dept. of Social Services. Commissioner.
Draft reply to Legislative Audit Council review of the Medicaid program
1977
0.16 cubic ft.

S 214051 Dept. of Social Services. Commissioner.
Speech file
1970-1978
0.33 cubic ft.

Board of Social Services

S 214057 Board of Social Services.
Minutes of the Board of Social Services
1937-1987
2.00 microfilm reels

Director

S 214003 Dept. of Social Services. Director.
Plan of operation for the Civilian Conservation Corps selecting agency in South Carolina
1938-1942
0.01 cubic ft.

S 214004 Dept. of Social Services. Director.
General ledgers of the Dept. of Social Services
1938-1953
2.00 volumes

S 214005 Dept. of Social Services. Director.
Conference on handicapped children financial file
1957-1960
0.01 cubic ft.

S 214006 Dept. of Social Services. Director.
Personnel data cards for persons employed by the Civilian Conservation Corps in South Carolina
1934-1941
5.00 microfilm reels

S 214036 Dept. of Social Services. Director.
Child welfare policies and procedures manual
1958
0.01 cubic ft.

S 214037 Dept. of Social Services. Director.
Public assistance policy and procedures manuals
1969-1970
1.00 cubic ft.

Administrative Services

S 214008 Dept. of Social Services. Administrative Services.

Annual reports of county departments

1938-1970

6.00 cubic ft.

S 214009 Dept. of Social Services. Administrative Services.

Special programs and project files

1971-1975

32.00 cubic ft.

S 214011 Dept. of Social Services. Administrative Services.

Agency publications reference files

1937-1992

53.00 cubic ft.

S 214028 Dept. of Social Services. Administrative Services.

Comprehensive Employment Training Act (CETA)-funded child care programs files

1974-1975

3.00 cubic ft.

Office of Fiscal and Information Resource Management

S 214055 Dept. of Social Services. Office of Fiscal and Information Resource Management.

Administrative and correspondence files of the deputy director for fiscal and information resource management

1970-1998

19.00 cubic ft.

(Portions restricted)

Finance Division

S 214014 Dept. of Social Services. Finance Division.

Division of the Blind rehabilitation programs budgets and estimates

1957-1969

0.33 cubic ft.

S 214016 Dept. of Social Services. Finance Division.

Division of the Blind reports and vouchers for the Social Security Administration

1957-1968

0.01 cubic ft.

S 214017 Dept. of Social Services. Finance Division.

Interagency agreement files

1971-1979

0.16 cubic ft.

(Restricted pending screening)

S 214018 Dept. of Social Services. Finance Division.
Assistance and medical care ledgers
1962-1982
11.00 volumes and 6.00 cubic ft.

S 214021 Dept. of Social Services. Finance Division.
Special reports on welfare expenditures, 1937-1967
1946-1967
0.33 cubic ft.

S 214027 Dept. of Social Services. Finance Division.
Building rental agreement files
1972-1976
4.00 cubic ft.

S 214031 Dept. of Social Services. Finance Division.
Final audit reports
1974-1997
19.16 cubic ft.

S 214032 Dept. of Social Services. Finance Division.
Food stamp audit files
1975-1982
2.00 cubic ft.

S 214033 Dept. of Social Services. Finance Division.
Miscellaneous audit files
1978-1986
3.00 cubic ft.

S 214039 Dept. of Social Services. Finance Division.
Quarterly expenditure reports
1938-1987
15.33 cubic ft.

S 214044 Dept. of Social Services. Finance Division.
Medical assistance check registers
1980-1981
1.00 cubic ft.

S 214046 Dept. of Social Services. Finance Division.
Work experience and training program expenditure reports
1966-1968
0.33 cubic ft.

S 214047 Dept. of Social Services. Finance Division.
Division of the Blind rehabilitation program quarterly financial reports
1957-1966
0.01 cubic ft.

S 214048 Dept. of Social Services. Finance Division.
Auditor's findings and recommendations
1972-1974
1.00 volume

S 214052 Dept. of Social Services. Finance Division.
Annual financial report files
1971-1987
4.00 cubic ft.

S 214056 Dept. of Social Services. Finance Division.
County expense ledgers
1941-1970
6.00 volumes

Office of Program Analysis

S 214024 Dept. of Social Services. Office of Program Analysis.
Monthly statistical reports
1938-1979
3.00 cubic ft.

S 214025 Dept. of Social Services. Office of Program Analysis.
Monthly work papers files
1955-1979
15.33 cubic ft.

Office of Human and Economic Services

S 214029 Dept. of Social Services. Office of Human and Economic Services.
Provider contracts
1962-1982
8.00 cubic ft.

S 214030 Dept. of Social Services. Office of Human and Economic Services.
Recipient characteristics study (income maintenance report)
1980
0.16 cubic ft.

Contracts, Grants, and Child Development

S 214041 Dept. of Social Services. Contracts, Grants, and Child Development.

Day care center data and employee summary files

1986-1988

19.00 cubic ft.

(Restricted)

Division of Child Support

S 214034 Dept. of Social Services. Division of Child Support.

Receipt journals

1976-1992

7.49 cubic ft.

(Restricted pending screening)

Richland County Office

S 214035 Dept. of Social Services. Richland County Office.

Minutes of the Richland County Public Welfare Board

1949-1969

0.01 cubic ft.

S 214045 Dept. of Social Services. Richland County Office.

Monthly summary of applications for public assistance

1969

0.01 cubic ft.

Office of Health Care Finances

S 214023 Dept. of Social Services. Office of Health Care Finances.

Title XIX (Medicaid) transportation and nursing home contracts and reviews

1961-1983

1.00 cubic ft.

Drug Formulary Advisory Committee

S 214053 Dept. of Social Services. Drug Formulary Advisory Committee.

Minutes, by-laws, and other files of the Drug Formulary Advisory Committee

1970-1981

1.00 cubic ft.

Advisory Committee to Title XIX

S 214054 Dept. of Social Services. Advisory Committee to Title XIX.

Minutes and meeting files of the Advisory Committee to Title XIX (Medical Care Advisory Committee)

1970-1972

0.01 cubic ft.

Field Services Division

S 214013 Dept. of Social Services. Field Services Division.
Reports of the field supervisor on county public welfare offices
1937-1957
0.33 cubic ft.
(Restricted)

Public Welfare Board

S 214001 Dept. of Social Services. Public Welfare Board.
Feebleminded case file cards
1916-1917
0.25 cubic ft.

S 214002 Dept. of Social Services. Public Welfare Board.
Quarterly reports of prisoners in county jails and on chain gangs
1920-1921
2.00 volumes

S 214022 Dept. of Social Services. Public Welfare Board.
Minutes of the Public Welfare Board
1920-1930
0.16 cubic ft.

Division of the Blind

S 214012 Dept. of Social Services. Division of the Blind.
Concession stand reports and correspondence
1947-1966
0.01 cubic ft.

Public Information Office

S 214020 Dept. of Social Services. Public Information Office.
Newsletters (comment, the search is on..., directions, and news notes)
1973-1981
0.16 cubic ft.